Volume 2

INTERNATIONAL TRANSACTIONS REPORTING SYSTEM (ITRS) VERSION 4.3.X

FOREIGN PRIVATE LOANS

Data Warehouse

State Bank of Pakistan

DRAFT

User Manual

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Introduction

This document provides step by step guidelines to officials of authorized dealers to record all transactions and related data pertaining to debt on resident private sector entities of non-resident entities.

This document may be followed independently. However, it is suggested that readers go through the complementing volume 1 (User Guide for INTERNATIONAL TRANSACTIONS REPORTING SYSTEM - ITRS). Volume 1 of this user guide is available with ITRS download.

Obtaining the Software

The ITRS software can be downloaded from knowledge center of SBP's Data Acquisition Portal (https://dap.sbp.org.pk) as well as SBP website (http://www.sbp.org.pk/departments/stats/datasoft.htm).

Disclaimer: The data capturing application software is provided by SBP to facilitate the reporting of subject data on prescribed data format, for which specifications are also available separately. SBP is not responsible for any misreporting of data due to any bug or otherwise that arises out of usage of this application. Nor does SBP provide any warranty against any damage caused to the hardware, software or network appliances that arise out of the usage of the software.

Installation

To facilitate the reporting of foreign private loans data, and to reduce data reporting errors resulting due to separate reporting of foreign exchange transactions and the private loan data, SBP has upgraded ITRS software.

For software, hardware and other requirements to run the software, please consult volume 1 of this user guide.

Below is the step by step guideline for the first time installation of the software.

First, ITRS version **4.3.3** (or later) should be installed for private loan application. Download and save the sITRSClient.mdb file from DAP knowledge center or SBP website.

Double click the file from windows explorer to run the setup.

On running the application, the following security warning screen may appear on some computers.

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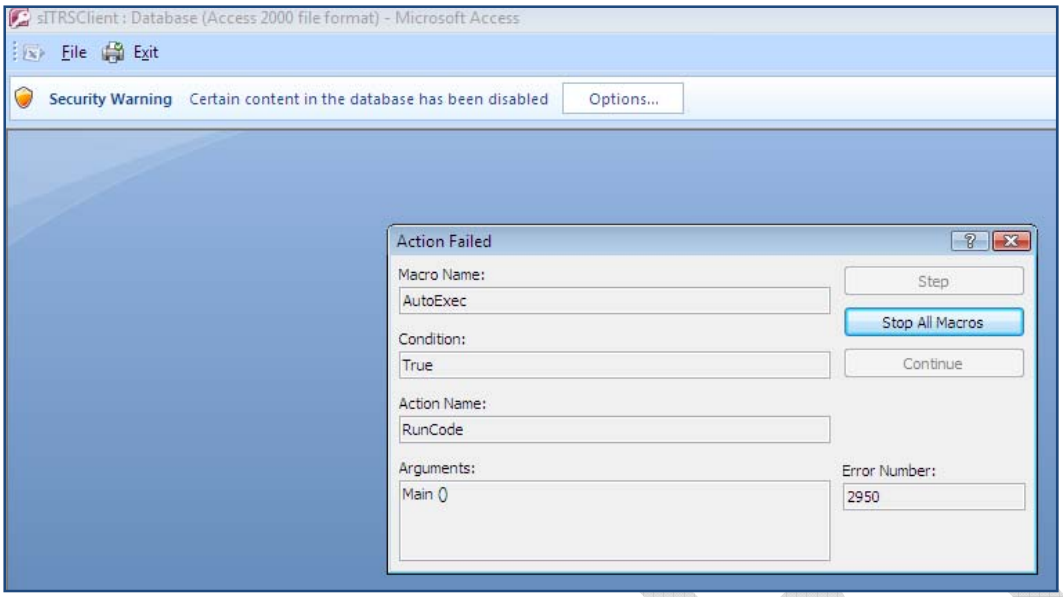
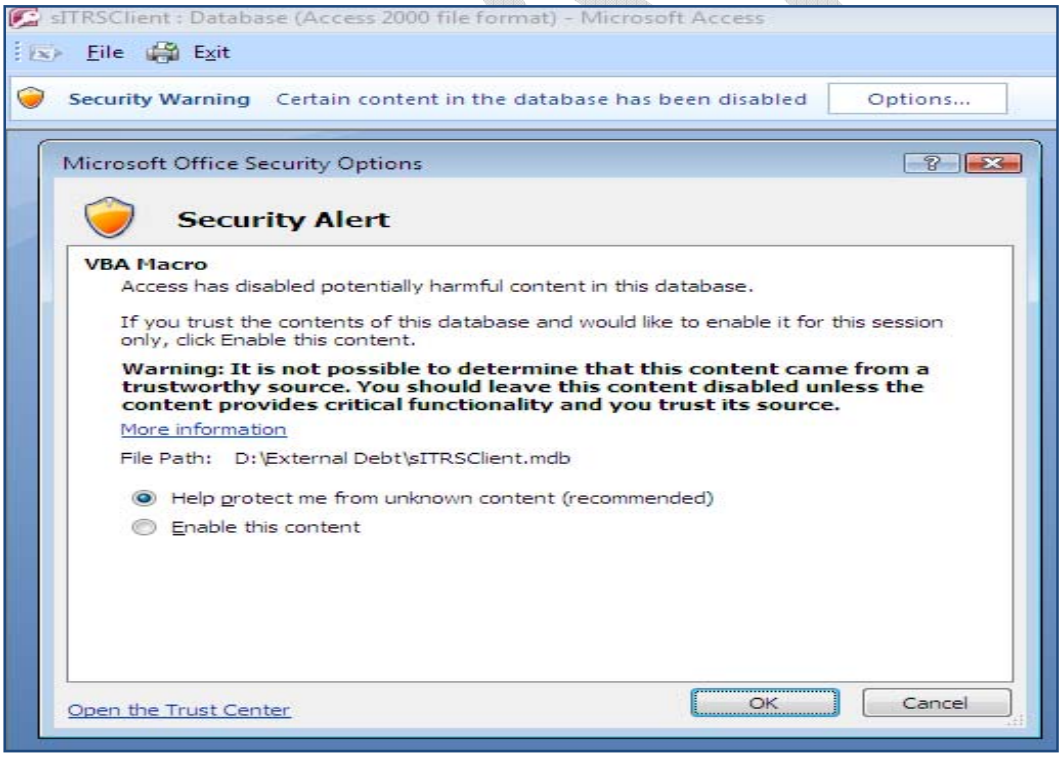
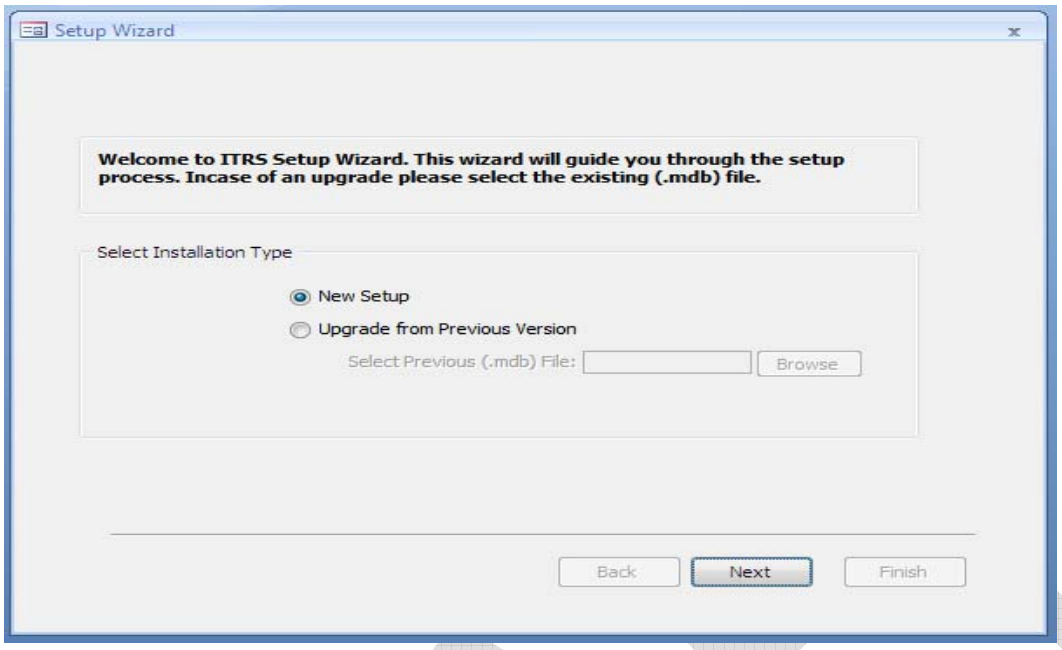


Click on “Stop All Macros” and then click on “Options…” button on menu bar. The following window would appear next.


sITRSClient : Database (Access 2000 file format) - Microsoft Access
File
Exit
Security Warning
Certain content in the database has been disabled
Options...
Microsoft Office Security Options
Security Alert
VBA Macro
Access has disabled potentially harmful content in this database.
If you trust the contents of this database and would like to enable it for this session only, click Enable this content.
Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.
More information
File Path: D:\External Debt\sITRSClient.mdb
Help protect me from unknown content (recommended)
Enable this content
Open the Trust Center
OK
Cancel

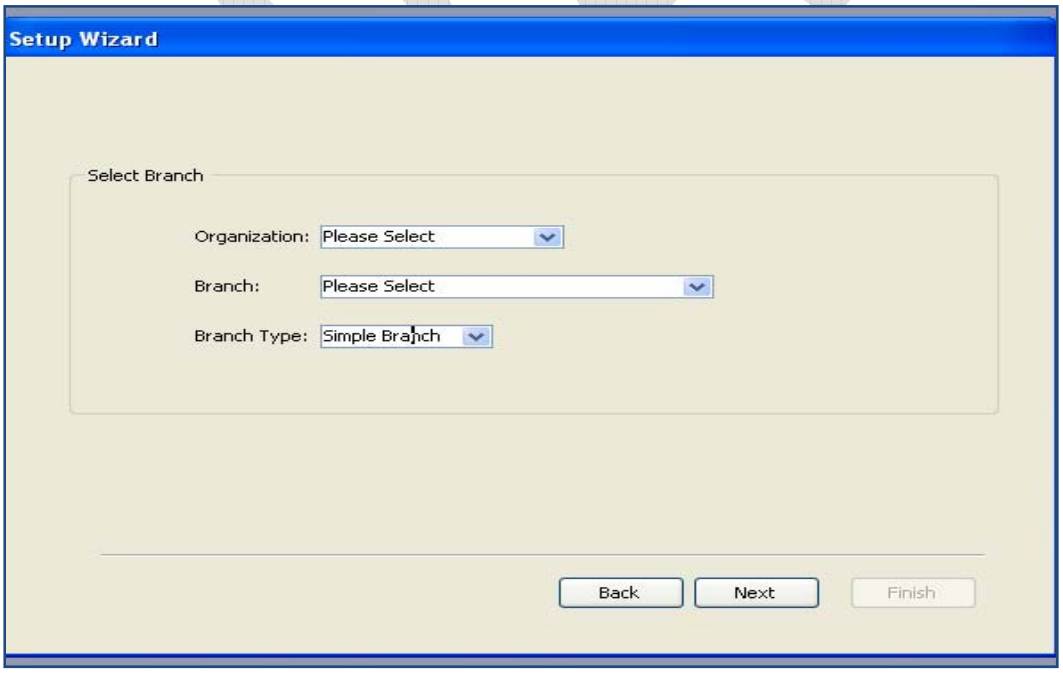
Select “Enable this content” option and click OK. This should present the following screen to users.


Setup Wizard
Welcome to ITRS Setup Wizard. This wizard will guide you through the setup process. Incase of an upgrade please select the existing (.mdb) file.
Select Installation Type
New Setup
Upgrade from Previous Version
Select Previous (.mdb) File:
Browse
Back
Next
Finish

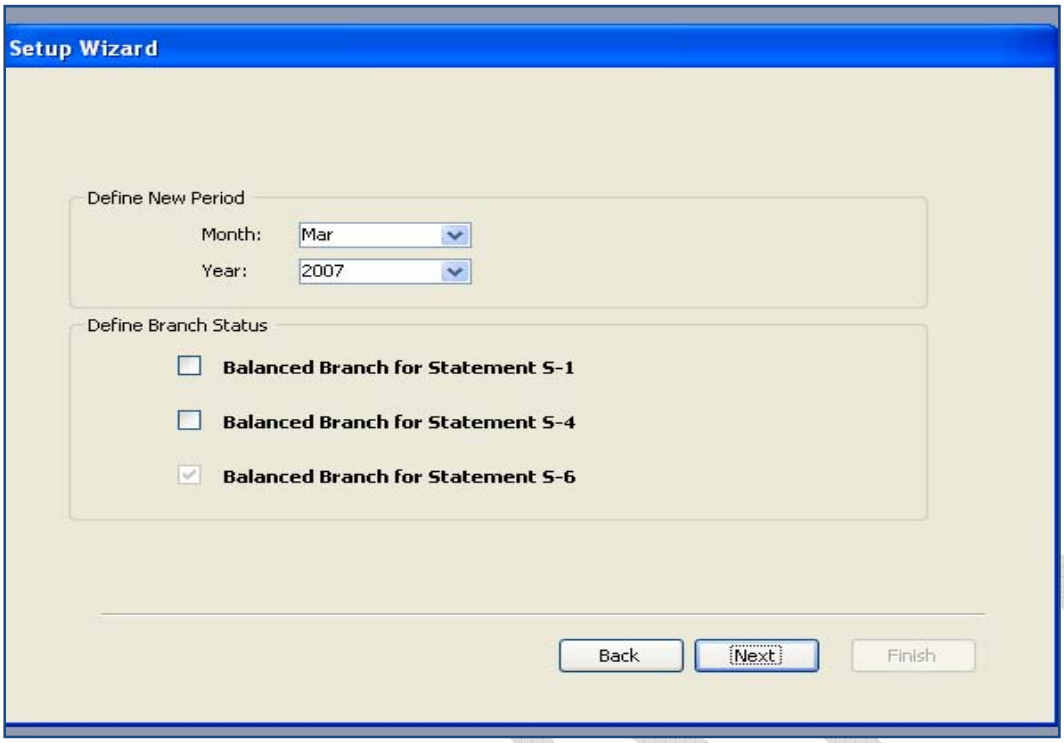
The two options A) New Setup B) Upgrade from Previous Version are described as follows:

New Setup

Select “New Setup” if you are installing ITRS application for the first time and click “Next”.



Select your Organization (Authorized Dealers), branch name and the type of branch (Head Office) and click next.

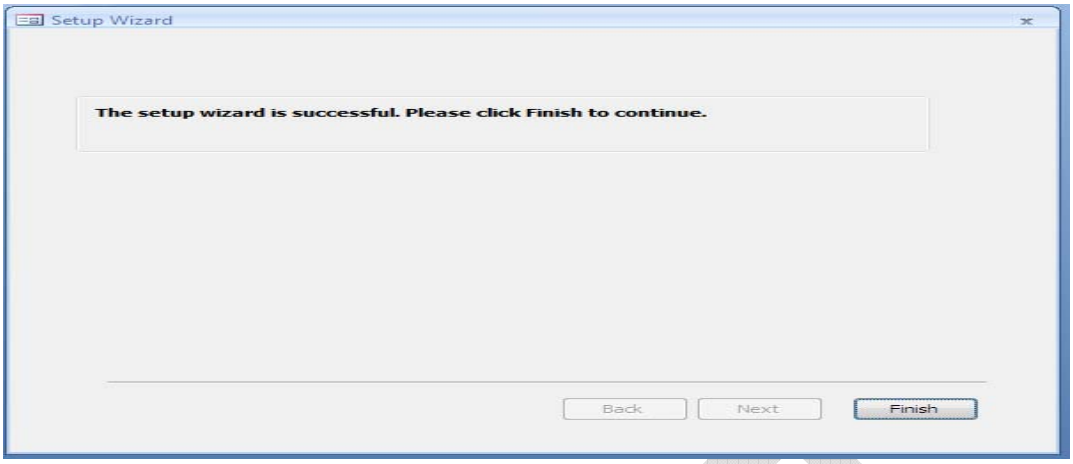


Select the Month and Year for the new open period for which you will enter the data.

[**Note:** For banks having separate data entry desk for reporting Foreign Exchange Transactions and Foreign Private Loans data, branch's balancing status is not required while setting up the application for capturing private loans transactions. However, it is recommended to duplicate the structure of head office level reporting setup here. ADs may also need to review their setup to consolidate their reporting operations to enhance the quality of data reported to SBP and to enhance their operational efficiency.]

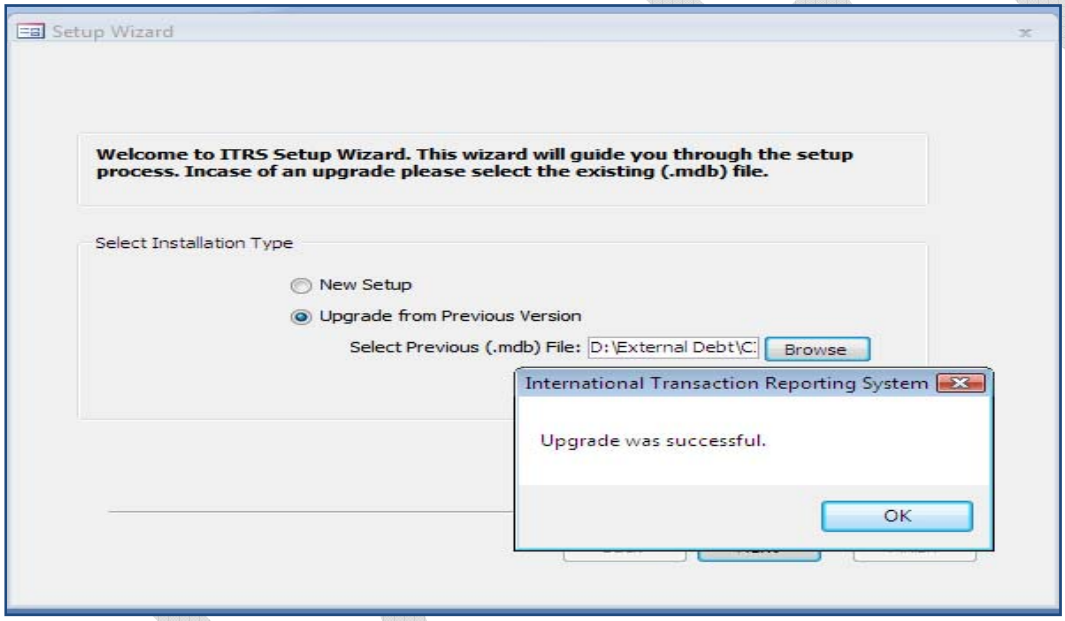
Click Next

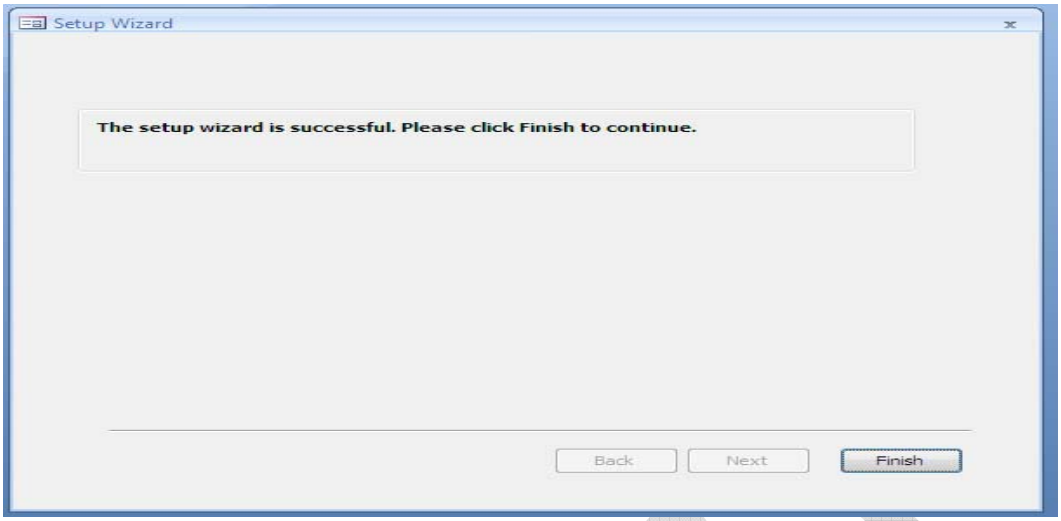
For setting up the foreign private loan application independently of ITRS, users may ignore the following six windows asking for currencies and balances for S-1, S-4, and S-6, by clicking "Next" for each subsequent step of the wizard till its completion.



Upgrade from Previous Version

For upgrading from an earlier version of ITRS, you would need to select "Upgrade from Previous Version". Browse and select the old ITRS .mdb file to fetch data from old version and click Next. On successful upgrade, the following window appears


Setup Wizard
Welcome to ITRS Setup Wizard. This wizard will guide you through the setup process. Incase of an upgrade please select the existing (.mdb) file.
Select Installation Type
New Setup
Upgrade from Previous Version
Select Previous (.mdb) File:
D:\External Debt\C:
Browse
International Transaction Reporting System
Upgrade was successful.
OK

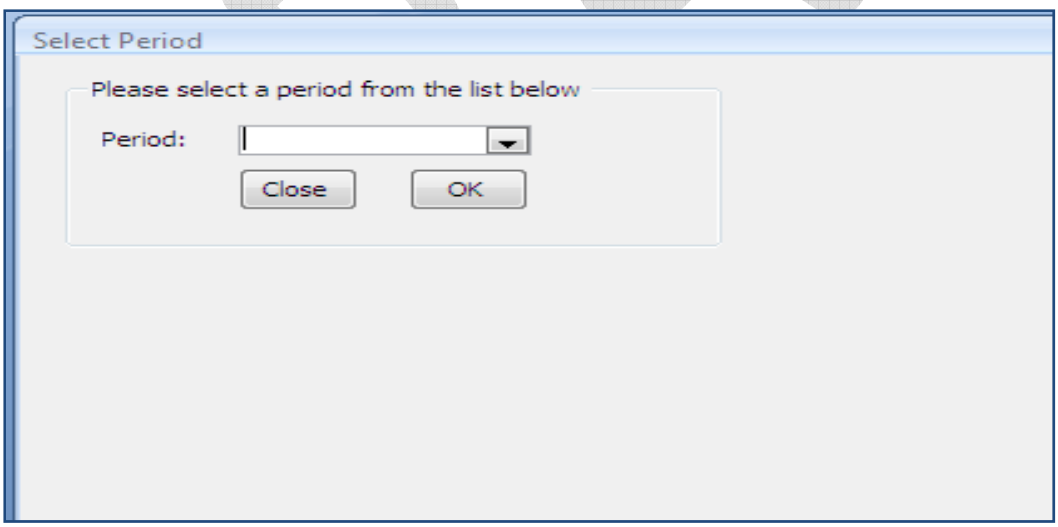


Setup is complete now. Click “Finish” to start the data entry.

Upgrade / Install - Foreign Private loans

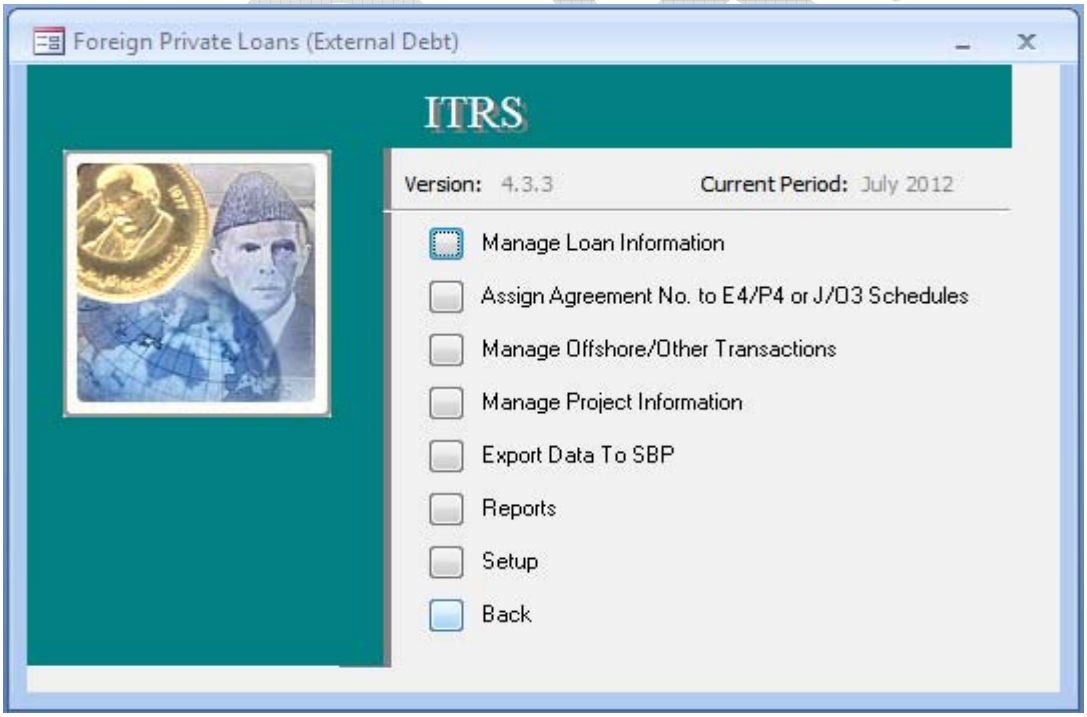
Once the installation of ITRS is completed, you would need to setup foreign private loan application for your bank. This step is available and required only for head-office level setup.

The following window appears after setup wizard. The same screen appears whenever the application is started.



Select period (month) for which the reporting is required. Press OK. The following screen appears with a list of menu items.

Select second last option of "Foreign Private loans [External debt]". This will lead to private loan application main switchboard.

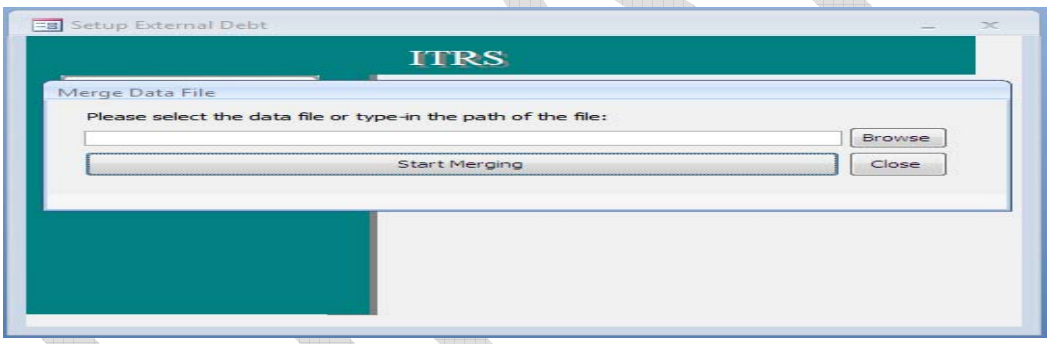


Here any option can be selected according to the requirement.

Setup (Foreign Private Loans):

Select “Setup” option if application is being installed for the first time or upgraded to a newer version released by SBP.

Select “Upgrade from Previous Version”. This option can be used only by those banks where private loans application and data already exist.



Browse previous .mdb file and press “Start Merging” to import data from old version.

Click “OK”, followed by clicking on “Close” to go back to setup menu.

Data Export To SBP (Includes dependencies): All loans information till to date are exported in this option as **backup**.

Importing Borrower and Lender Master Files:

Borrowers and Lenders are the two main parties involved in private foreign debt besides authorized dealers. Each Bank would need to maintain the list of borrowers and update the application with the same on continual basis. The application supports maintaining the lists in a .csv file with a simple structure consisting of two fields, “**Code**” and “**Name**”. The .csv option is chosen to facilitate the banks to extract the same information from their own banking application database. Otherwise, the same can be maintained by the reporting units using MS Excel which also supports .csv files.

For maintaining borrowers list, NTN of borrower will be used / entered under “Code” column, whereas Borrower’s Company will be entered in Name column. All authorized dealers are required to maintain an updated list of their customers, with their complete 8-digit NTN for reporting of foreign exchange transactions and foreign private loans data.

[Important Note: While maintaining the list of NTN, due care must be exercised while recording the same. Special care may be given to incorporate the leading zeroes as also depicted in the picture below]

Sample borrower and lender file is shown in the picture below.

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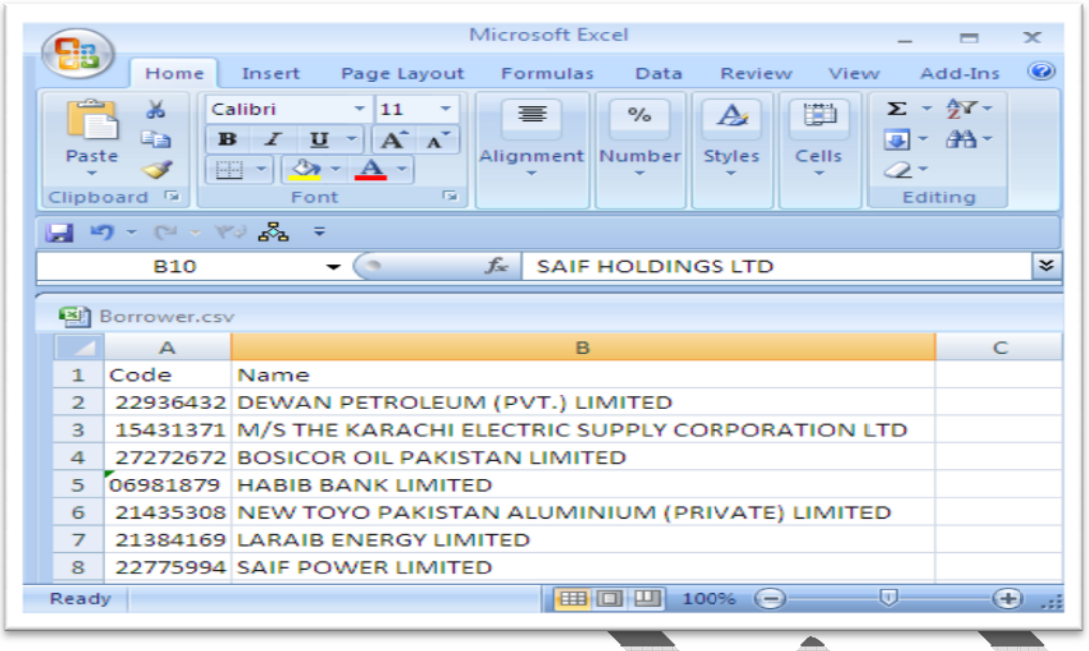
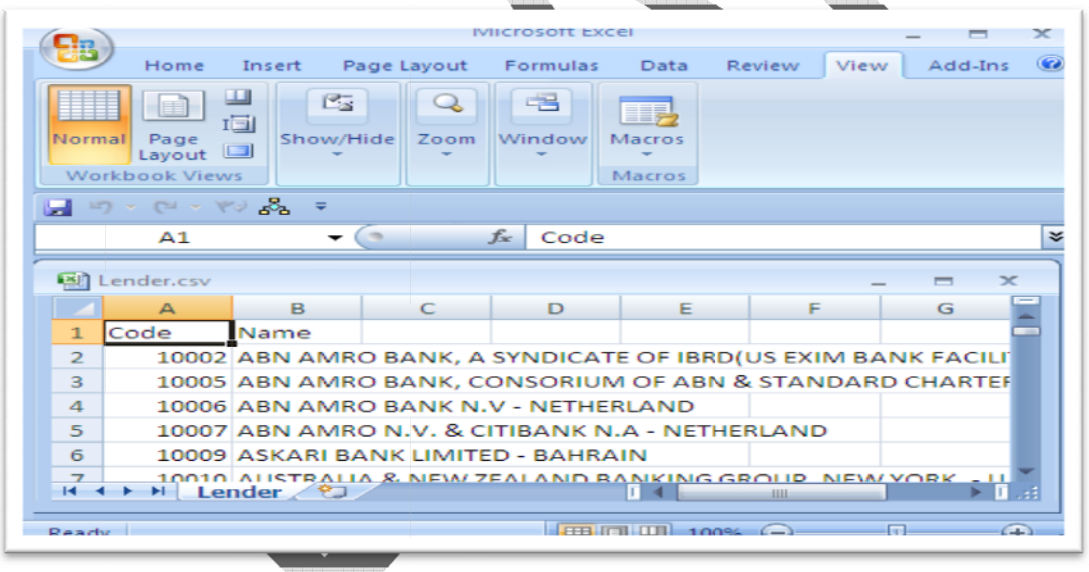
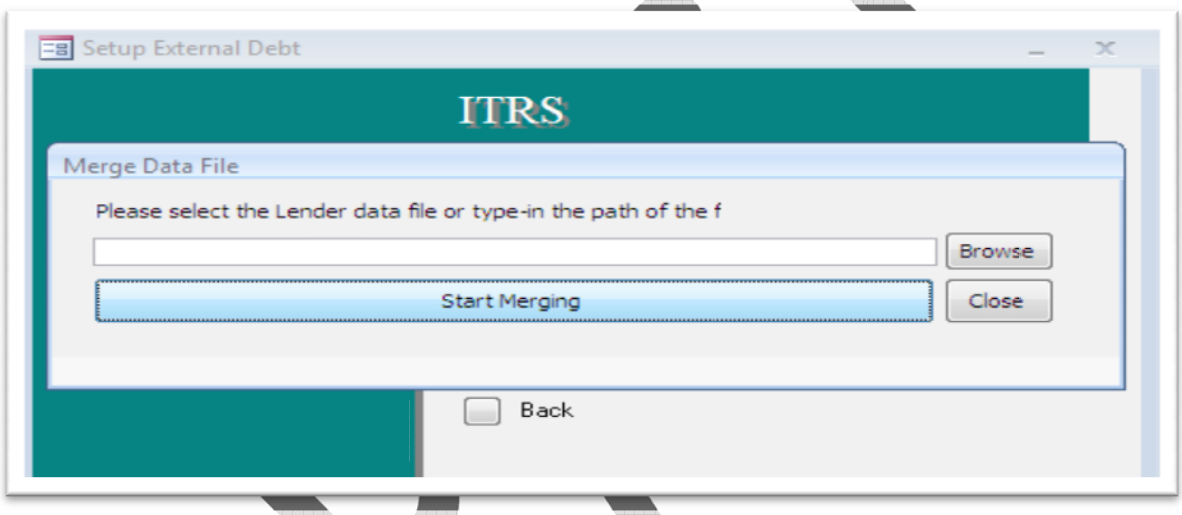


Lender.csv would also have two fields, "**Code**" and "**Name**". The file will be updated by SBP on continual basis and would be available on DAP for download. Each bank will download and link it to the application. Sample of the file is shown in the following picture.

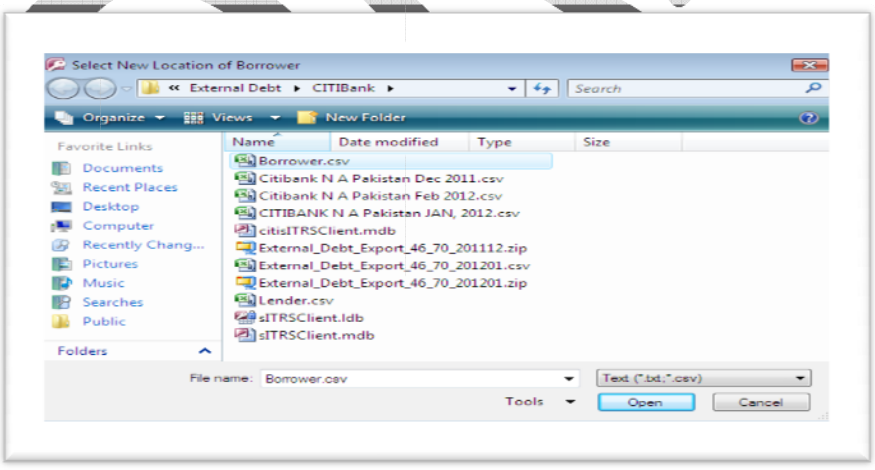


On setup menu of external debt, click "import lender information" and "import borrower information" separately to link borrower and lender files to the system. Lender and borrower CSV files can be maintained in any folder of your computer or network drive.

Clicking on “Import Lender Information” will present the following screen, from where a user can browse the file by clicking on Browse button.

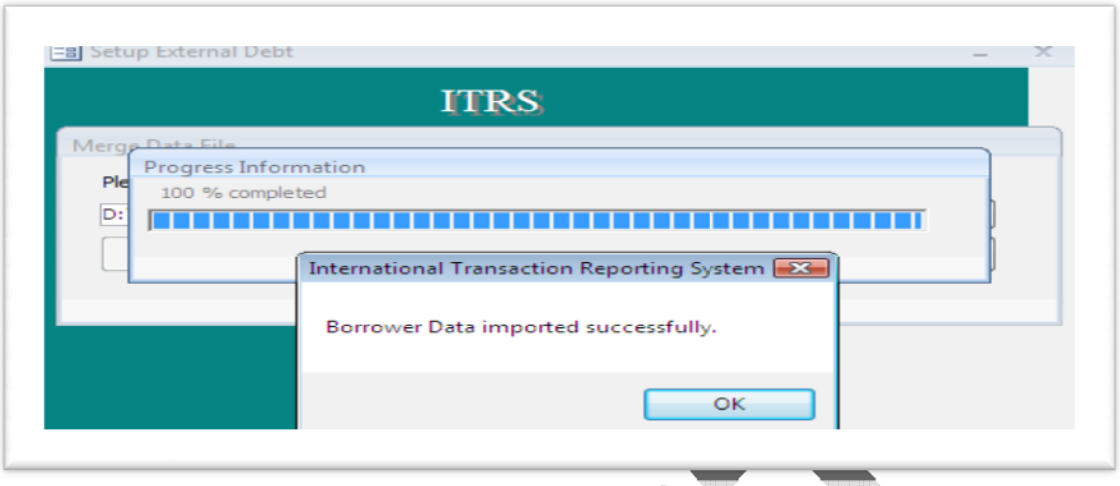


From the file open dialog box, select your desired file.



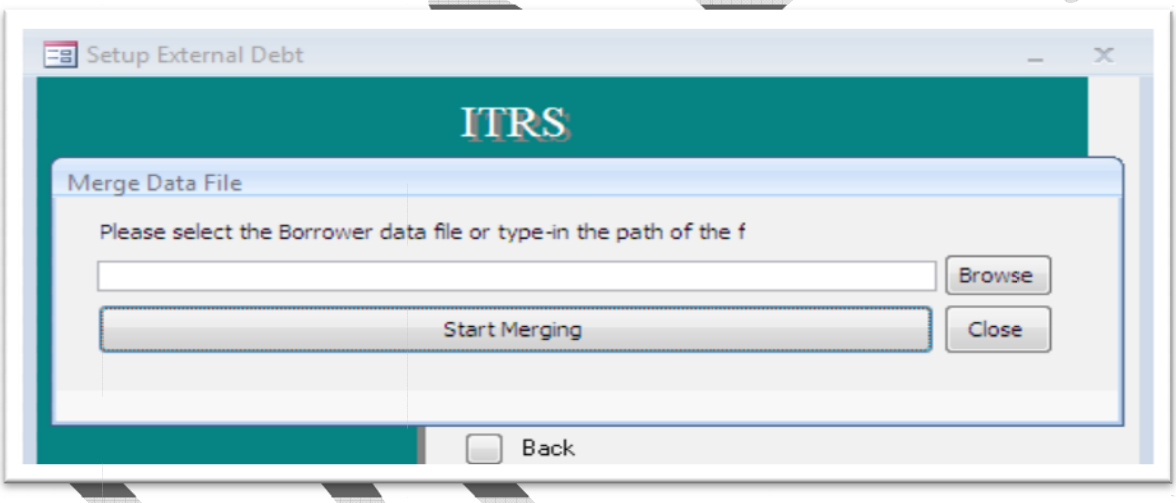
Click on Open will take you to the previous screen. Click on Start Merging.

Following success message should appear on your screens.



Please note that this operation will remove all entries from internal lender database and new list is imported from the csv file.

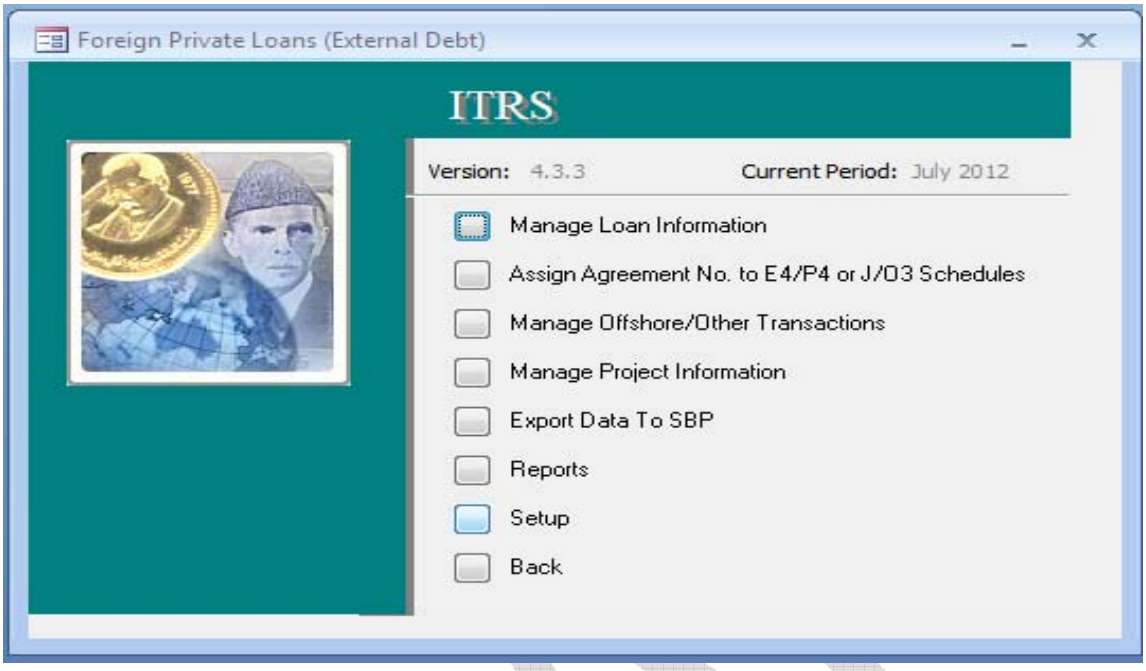
Similarly, Borrower's file can also be imported by clicking in the "Import Borrower Information" menu item.



Click "OK" and "Close" the merge data file menu. Click "Back" on setup menu and go to main "Foreign Private Loan" window.

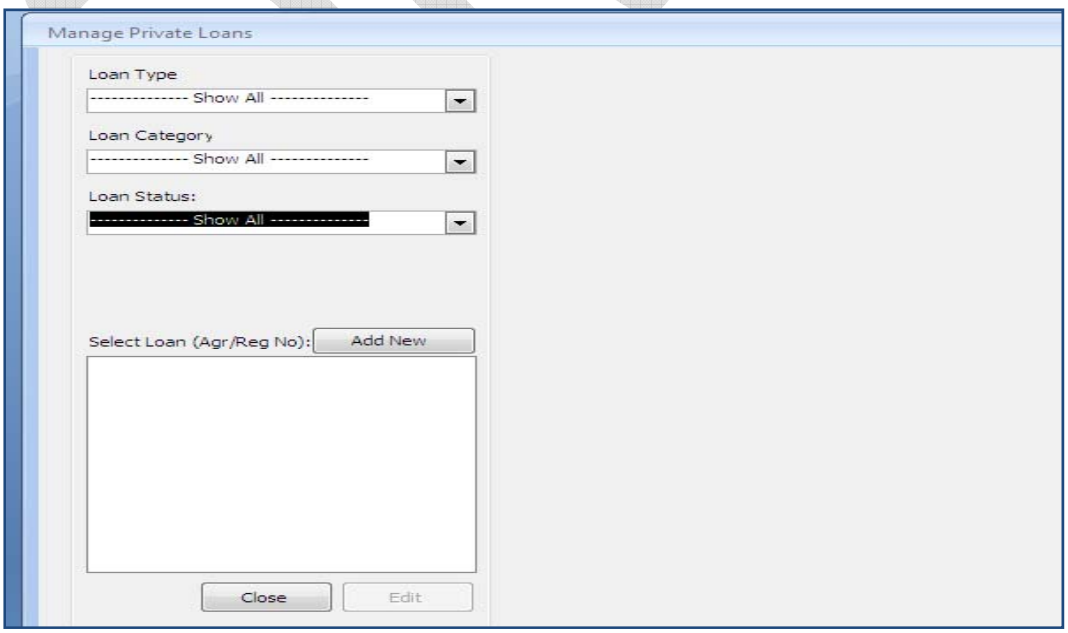
Data Entry – Private Loans

The picture below shows main menu for Foreign Private Debt data capturing application.

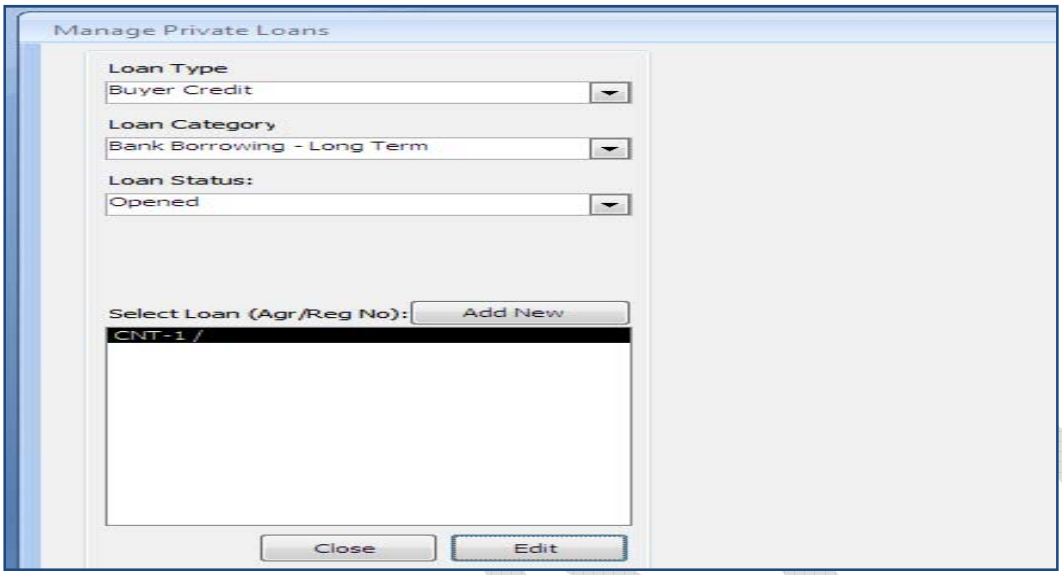


Manage Loan Information

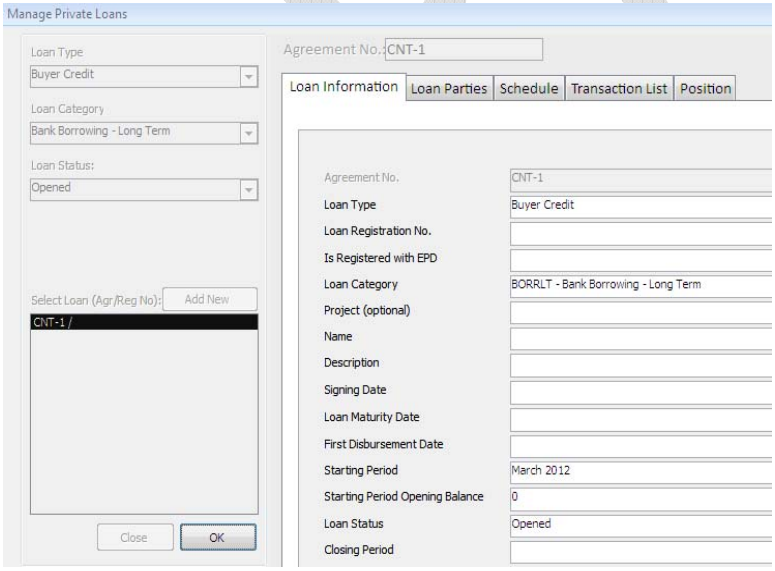
The menu option "Manage Loan Information" is used for data entry of loan information including types, maturity, loan names, parties, loan terms, payments & disbursement schedules etc. It also provides read only view of ITRS assigned transactions and opening/closing balances for each loan. To start data entry, click on this option. A window as shown in picture below would appear.



Loan type option lets the user select the type of loan. Next, category will need to be selected by the user followed by loan status. Select relevant option from available list in all these three fields and press ‘‘Add New” button to add loan contract information. This will create a new loan in the application with a convention of CNT-X (where X is a next available loan number in the database generated sequentially). The loan number will be available in the list of loans with all other available loans.



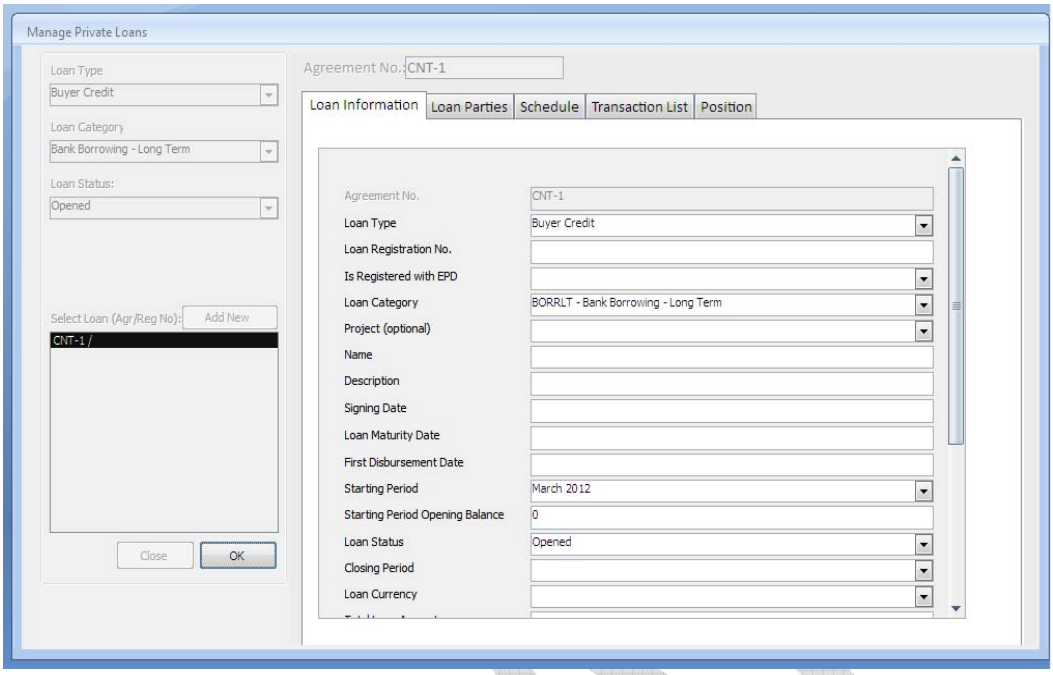
The same procedure can be applied to find an existing loan in the database. Once desired (new or existing loan agreement) is found, select it from the “Select loan (Agreement/Registration No)” and click on “Edit” button. This will bring following screen on your computers. Here you can add/modify other information for the loan.



The loan information is divided into five tabs, each for managing loan’s master information, its parties, schedule, transactions and position. The section below discusses each tab in more details.

Loan Information Tab

This is the first tab where master level loan information is maintained. It contains various fields, some of which are mandatory and others are optional.



Loan Type: This will be selected from the given list. It can be changed when if needed.

Loan Registration (Reference No): Each loan must be identifiable by a unique number in authorized dealer's book. Once a reference number is assigned to a particular loan and reported to SBP, it will not be changed in any case. All loans will be traced through this number. If the bank owns the loan contract then Format for registration/reference is bank code, AD branch code and a unique identifier (consisting of any text/number/date of bank choice but that will remain unique for all future reporting of a particular loan). These three parts must be separated by hyphen '-'. For example, if a loan is created by Foreign Exchange Branch (AD code: 13) of HBL(bank code: 54) with a loan registration number "101/11/2012", then a reference number "**54-13-101/11/2012**" would need to be reported and maintained throughout. Similarly, if Barclays bank (Bank code 1 and branch code 1) had to report a loan with a reference number "101/11/2012", it would use "1**-1-101/11/2012".**

If the loan was created by another bank(called owner bank) and reporting bank only makes transaction for the loan then it will create a loan in its database (CNT..) and use the same reference number obtained from the owner bank.

Is registered with EPD: Yes/No. Whenever the loan is registered with Exchange Policy Department, this flag should be marked as Yes. Loan registration (reference) number would not be changed in any case.

Loan Category: Select from eight categories as per list. It is already selected while adding loan information. It can be changed any time if needed.

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Project (Optional): There may be *projects* for which loans are received from abroad. Select the project for the loan here from the drop down list of projects. The list of projects can be maintained through this application through a separate menu discussed later in this manual.

Name (Optional): A user friendly name of loan. This field should not be confused with borrower or lender name.

Description (Optional): Describes the loan briefly

Signing Date (Optional): Date of signing the loan agreement

Loan Maturity Date: Enter the date at which loan will be matured

First Disbursement Date: The date at which first inflow is received. Can be a past date for all previous active loans

Starting Period: Reporting month from which data is first **reported** through this application

Starting Period Opening Balance: Here, opening balance amount as of "Starting Period" must be defined for the loan. This is very important as all future calculations are based on this opening balance.

Loan Status: "Open" means payment or disbursements are outstanding for the loan and ownership of this loan agreement rests with the reporting authorized dealer. "Closed" means the loan has been repaid or converted into equity or waived. Another status "Deleted" is used for deleting a loan that was erroneously entered by the user. No loans, once created in the database, can physically be deleted.

Closing period: Reporting month in which the loan is closed. Ensure that this field remains blank for all open loans.

Loan Currency: (also called base currency). Currency mentioned in loan agreement. List of currencies is available in the system.

Total Loan Amount: Total loan amount to be disbursed and agreed in the agreement in the loan currency.

Payment Term: It may include rate of interest e.g. LIBOR+1% or a fixed interest rate or any other term

Disbursement term: The terms of loan receipts. It may include bullet number of installments, one time inflow or other terms as per agreement

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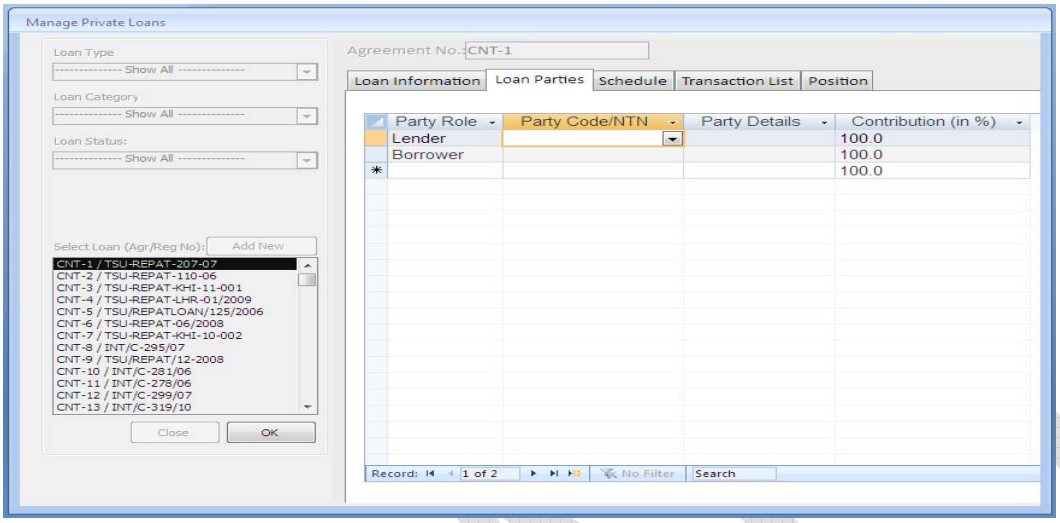
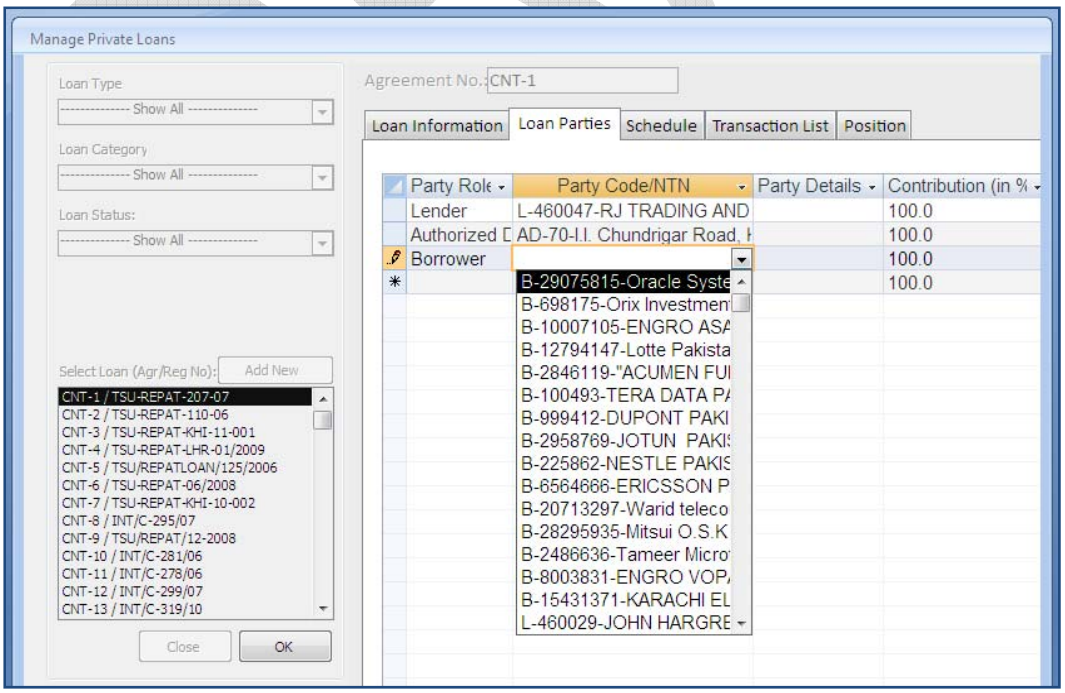
Loan Parties Tab

A loan agreement involves multiple parties having different roles. These roles are Lender, Borrower and Authorized Dealer. There may also be more than one party under each role. This tab lets the user define these parties for a loan.



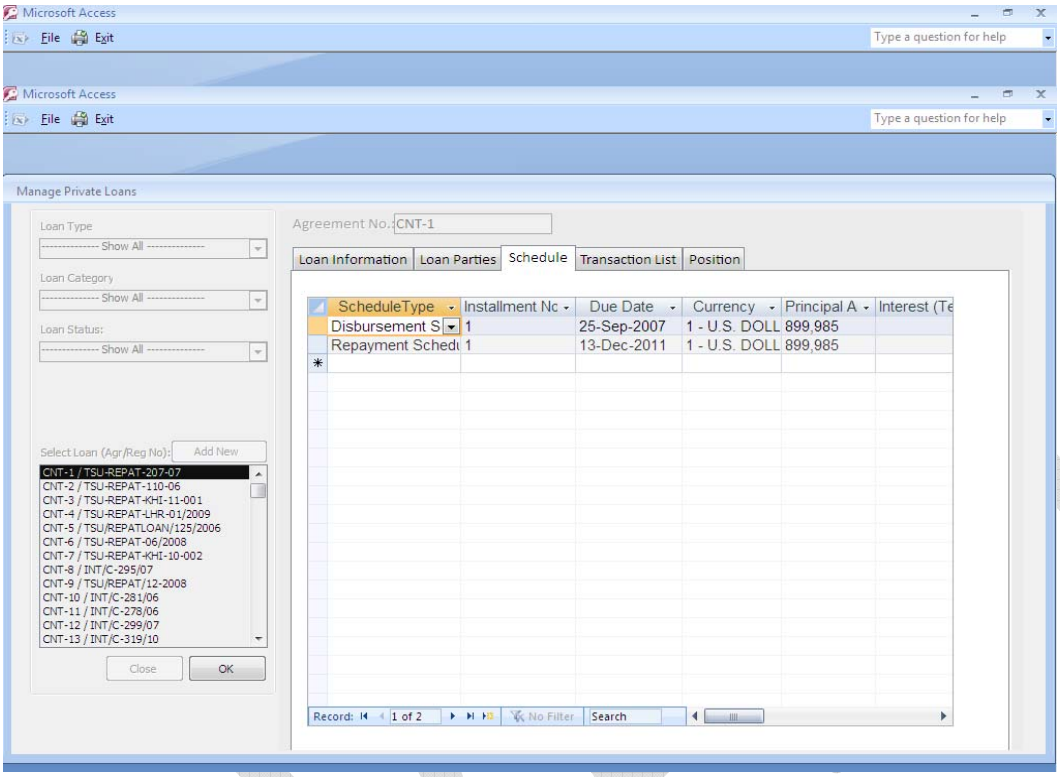
Lenders and borrowers list linked up in setup (please see previous section) will appear here for selection in Party Code/NTN. The columns “Party Role” and “Party Code/NTN” are mandatory while “Party Details” and “Contribution (in %)” are optional fields. If there are more lenders or borrowers for a loan then “Contribution (in %)” is mandatory.

This tab must be filled by the AD before submitting this data to SBP.



Schedule Tab

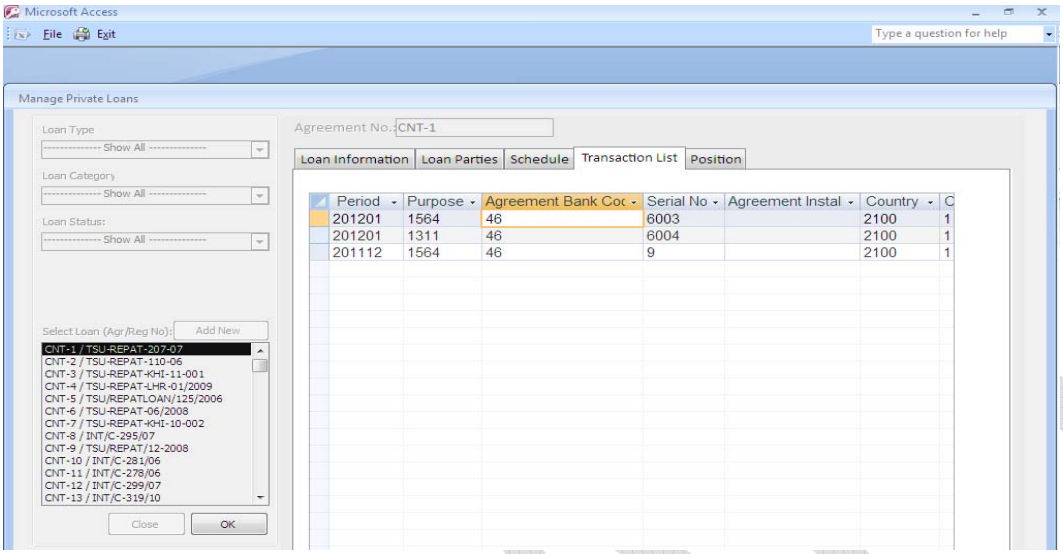
Schedule tab is used for data entry of repayment and disbursement schedules



There are usually two types of schedules: Disbursement and Repayment. There may be multiple installments both for disbursement and repayments. Other fields are Due date, Currency, Principal Amount, Interest Amount, and Status. If any payment or disbursement is cancelled or rescheduled then the status column is changed accordingly. Data for these schedules must be reported as soon as available with the AD. This data is important and is used for future projections of payment/receipts of foreign private debt. It is not mandatory for generating and exporting data file to SBP if schedule is not available. **[Note: Schedule does not define or represent actual transactions, so it should not be confused as transactions]**

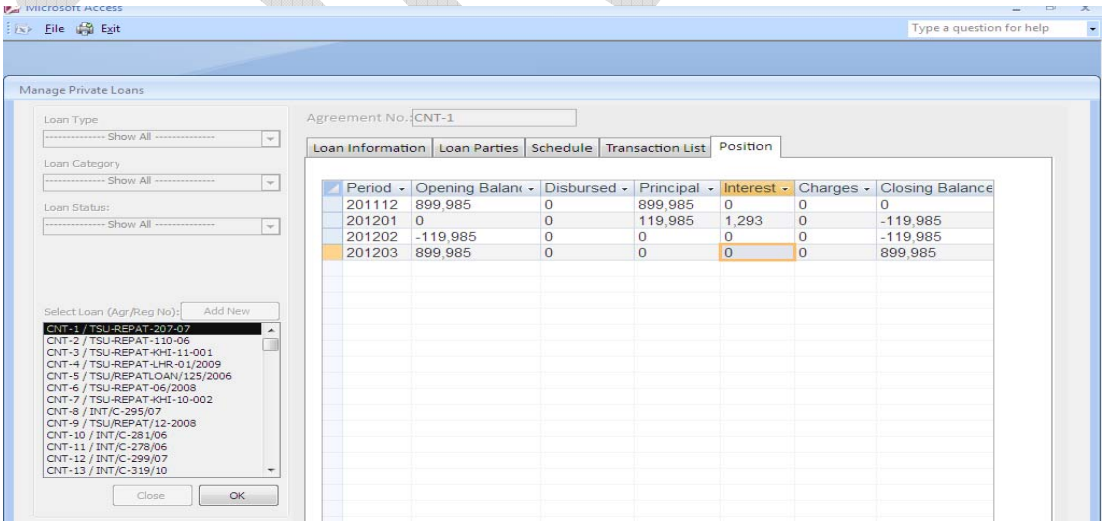
Transaction List tab

All foreign exchange transactions which are identified as receipts/payments of foreign private debt and assigned to this loan agreement are presented here (assignment of transaction is covered later in this manual). All transactions are displayed under this tab as read-only fields. It contains all inflows, outflows of private loans reported through ITRS during each month. It also includes other transactions entered by the bank in offshore/other transaction menu of the system (this topic is covered later in this manual).



Position Tab

Position tab shows opening and closing balances of a loan for each reporting period (month). It also shows disbursement (principal amount received) and repayments (principal, interest and charges paid) during the reporting period. The data in the fields are read-only and is calculated automatically by the system.

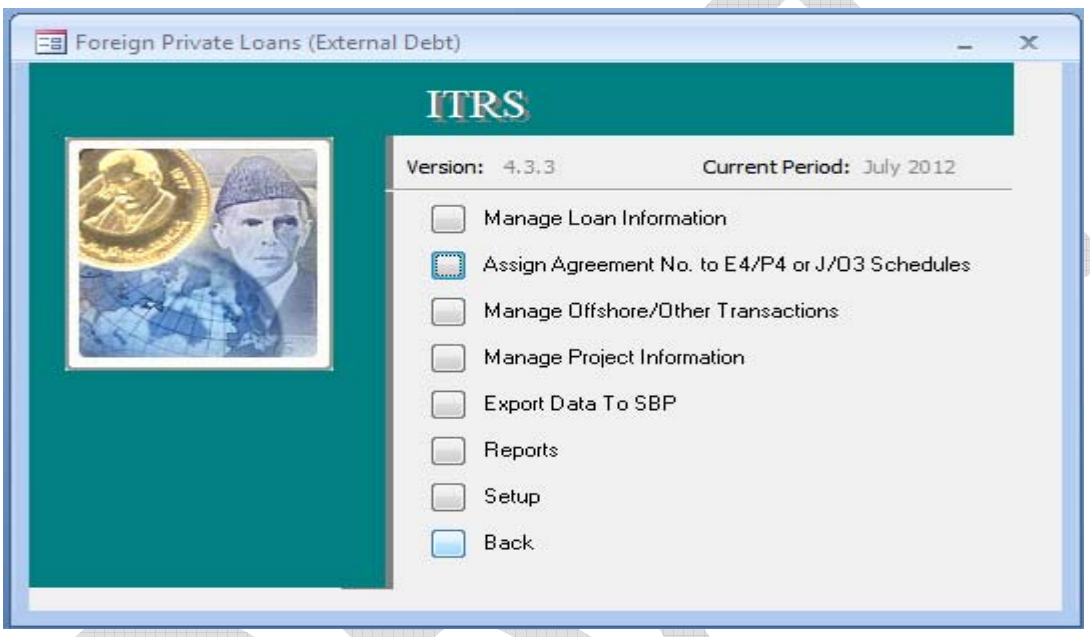


After adding and viewing loan data in “Manage Private Loans”, click “OK” to save the changes/addition for the loans and “Close” the window.

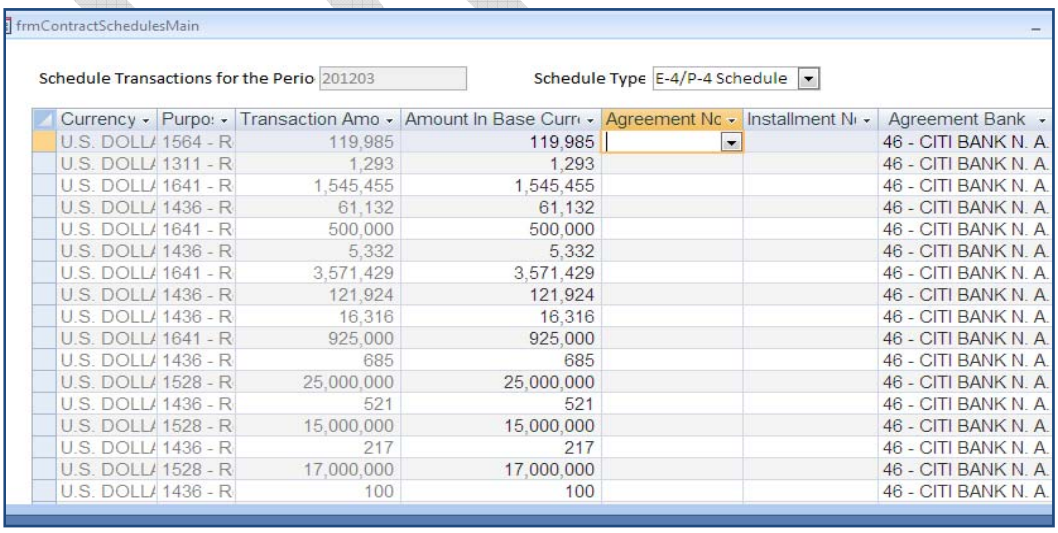
Assign Agreement No. to E4/P4 or J/o3 Schedules

Old reporting of foreign private debt consists of subset of foreign exchange transactions reported through ITRS with its own extended data variables such as agreement, loan parties, schedule etc. To facilitate the reporting institutions and to reduce data compilation efforts, errors and reconciliations issues, this application is developed by extending the foreign exchange reporting application (ITRS).

Private loan monthly transactions are captured in the system by assigning agreements (loan agreement numbers) and their installments to the transactions captured in ITRS. It can be performed by selecting the “Assign agreement No. to E4/P4 or J/O3 schedules” option from main FPL window.



This will bring up the following screen:



Currency	Purpo	Transaction Amo	Amount In Base Curr	Agreement Nc	Installment N	Agreement Bank
U.S. DOLL	1564 - R	119,985	119,985			46 - CITI BANK N. A.
U.S. DOLL	1311 - R	1,293	1,293			46 - CITI BANK N. A.
U.S. DOLL	1641 - R	1,545,455	1,545,455			46 - CITI BANK N. A.
U.S. DOLL	1436 - R	61,132	61,132			46 - CITI BANK N. A.
U.S. DOLL	1641 - R	500,000	500,000			46 - CITI BANK N. A.
U.S. DOLL	1436 - R	5,332	5,332			46 - CITI BANK N. A.
U.S. DOLL	1641 - R	3,571,429	3,571,429			46 - CITI BANK N. A.
U.S. DOLL	1436 - R	121,924	121,924			46 - CITI BANK N. A.
U.S. DOLL	1436 - R	16,316	16,316			46 - CITI BANK N. A.
U.S. DOLL	1641 - R	925,000	925,000			46 - CITI BANK N. A.
U.S. DOLL	1436 - R	685	685			46 - CITI BANK N. A.
U.S. DOLL	1528 - R	25,000,000	25,000,000			46 - CITI BANK N. A.
U.S. DOLL	1436 - R	521	521			46 - CITI BANK N. A.
U.S. DOLL	1528 - R	15,000,000	15,000,000			46 - CITI BANK N. A.
U.S. DOLL	1436 - R	217	217			46 - CITI BANK N. A.
U.S. DOLL	1528 - R	17,000,000	17,000,000			46 - CITI BANK N. A.
U.S. DOLL	1436 - R	100	100			46 - CITI BANK N. A.

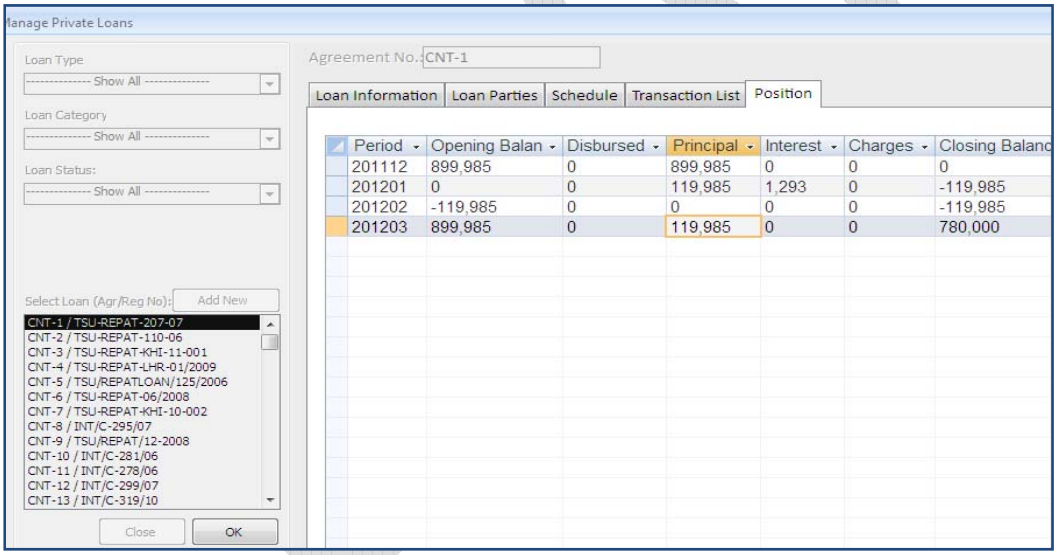
The above screen displays the period for which the data is been browsed and the schedule type. The schedule type contains two data values i.e. E4/P4 and J-O/3. The grid shows all the transactions reported during the month shown above under the selected schedule type.

First three columns are read-only whereas last four columns are in editable mode. Here the user can assign loan agreement and installment number to each transaction. Assign CNT number in column "Agreement No." to transactions. The list of agreement numbers will be displayed (CNT-1 to CNT-n). These are the CNT numbers already entered in the system through "Manage Loan Information". Installment No. can also be entered but list for these Nos. is not available.

One important assignment is "**Amount in Base Currency**". If currency of loan agreement is different than that of ITRS transaction then "Amount in Base Currency" **must** be entered for calculation of balances of the loan in loan currency. E.g. if loan currency is US$ and the transaction in that loan is reported in Euro, then equivalent US$ in "Amount in Base Currency" column should be mentioned for the transaction. For ease of reporting, the system assigns transaction amount as the amount in base currency.

[Note: Base currency is the same as entered in the loan information tab for that loan]

Go back to manage loan information and check transactions assigned to particular loan and its positions (balances) by clicking edit button.



Box 1: Where are ITRS transactions? How can I assign transactions to loan agreement for reporting FPL statement?

All foreign exchange transactions including private debt transactions are captured through ITRS. A data file (.csv) generated through ITRS is submitted to SBP by 5th of the following month to which it relates. There can be two types of setups in a bank for reporting FPL and ITRS to SBP.

(a) ITRS and FPLs are reported by different organizational units
(b) Both ITRS and FPL are reported from same organizational unit

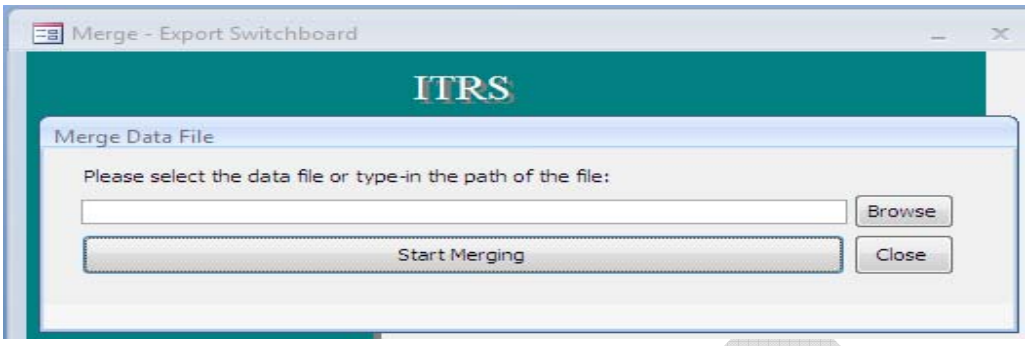
a. ITRS and FPL dataset are reported by different organizational units

If the two datasets are reported by two different units then ITRS data file will not be available with FPL reporting unit. ITRS file will required to be merged in the private loan system. You may obtain ITRS file submitted to SBP from ITRS reporting unit every month. Place the ITRS data file anywhere on your computer or network drive where you've access to.

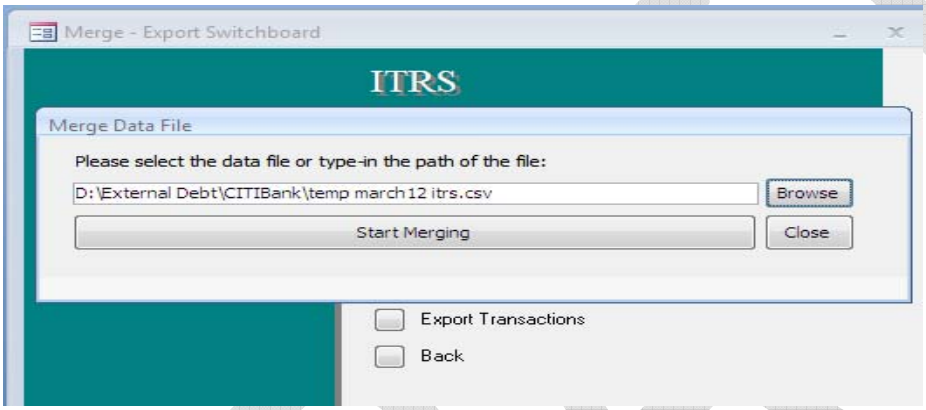
Select "Merge/Export Data" option from main ITRS switchboard, as presented in the picture below

This will present you with a list of menu items as below

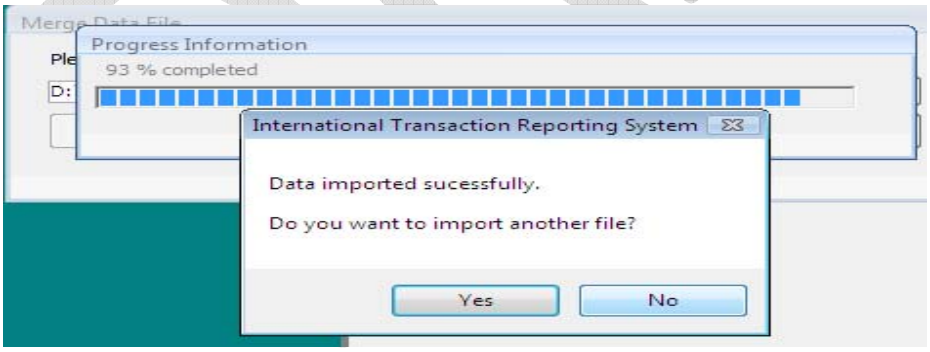
From the above screen, select “Merge Branch’s Data”



Browse ITRS file from your system saved earlier.



Click on “Start Merging” button to import ITRS transactions in FPL application. On successful import the following message should appear.



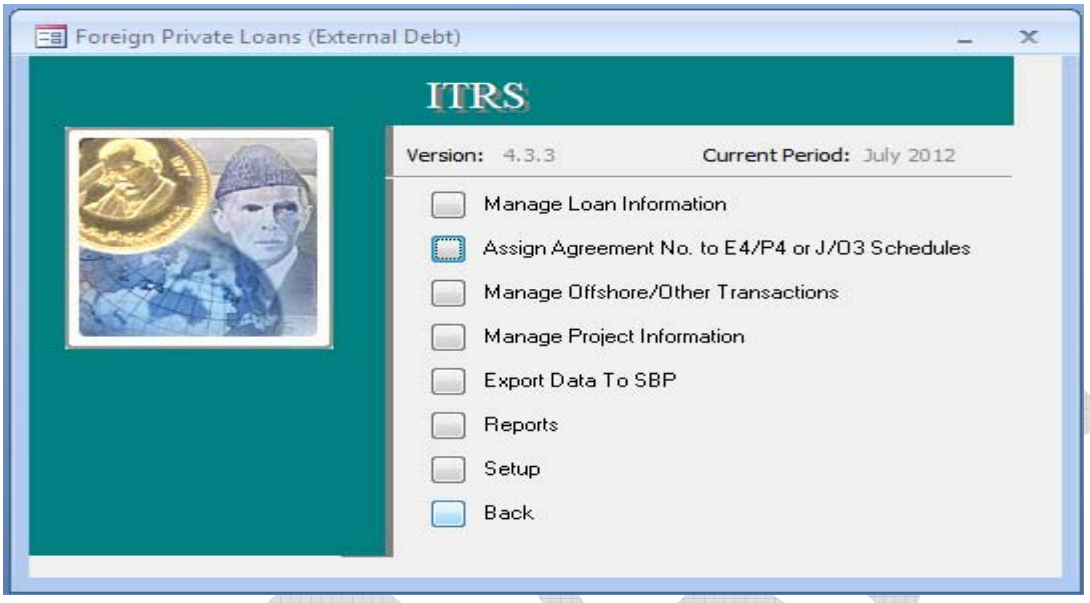
Click “No” and then “Close” to finish import process.

b. Both ITRS and FPL are reported from same unit/machine:

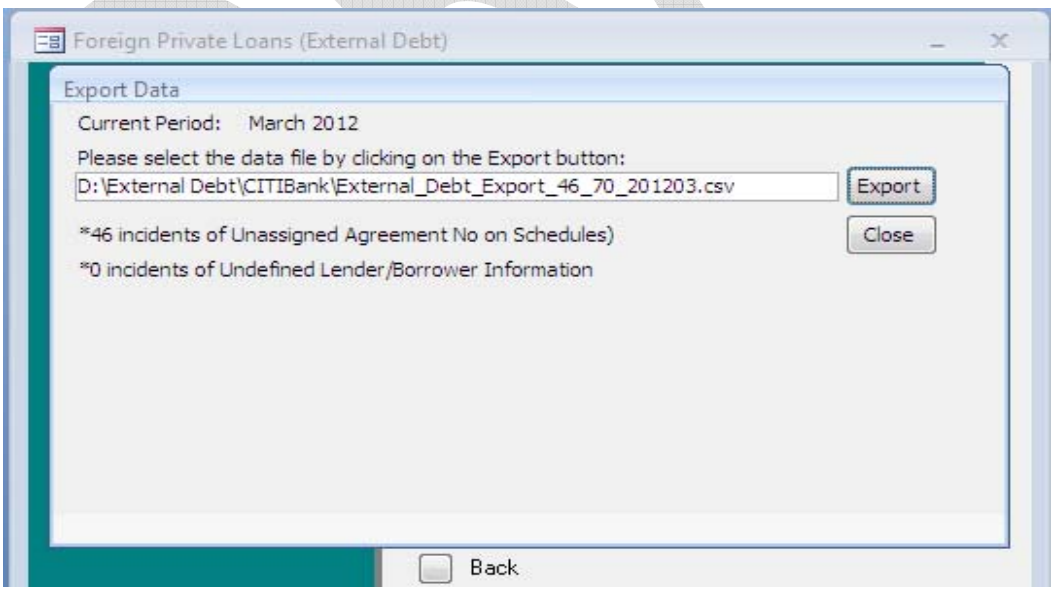
If ITRS and FPL both reported by the same organizational unit, then ITRS data is already available in the same FPL application provided same database (.mdb) is used.

Export Data to SBP

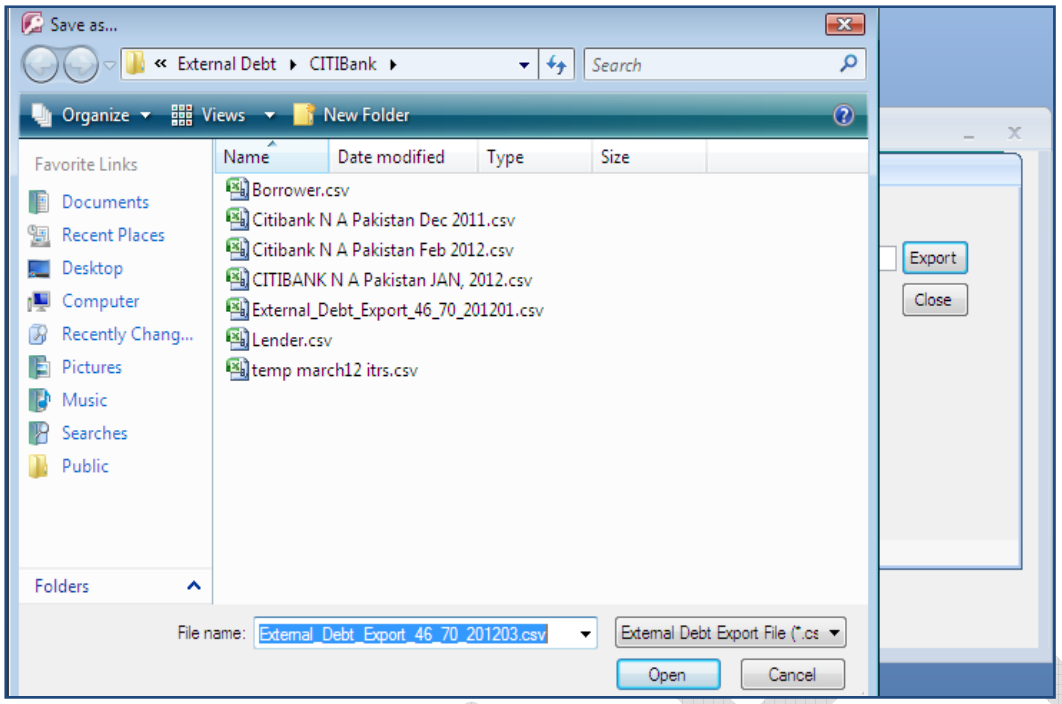
After setup, merging ITRS data, loan information data entry, and assignment of ITRS transactions to loan agreements, check the balances generated by the system with the actual ones. If it reconciles then create a data file for submission to SBP. For this purpose, go to main FPL window and select option "Export Data to SBP"



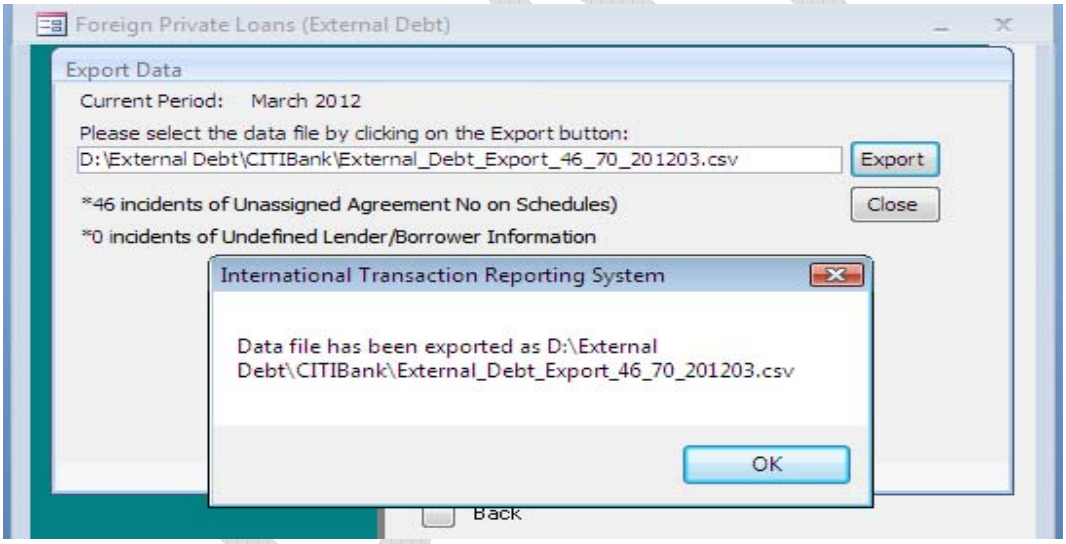
A .csv file is generated by the system. Ensure that all transactions are assigned agreement number and all loans are assigned parties (lenders and borrowers).


Foreign Private Loans (External Debt)
Export Data
Current Period: March 2012
Please select the data file by clicking on the Export button:
D:\External Debt\CITIBank\External_Debt_Export_46_70_201203.csv
Export
*46 incidents of Unassigned Agreement No on Schedules)
Close
*0 incidents of Undefined Lender/Borrower Information
Back

File name and location can be changed if required.



Click “Open” to save the file in the specified location.


Foreign Private Loans (External Debt)
Export Data
Current Period: March 2012
Please select the data file by clicking on the Export button:
D:\External Debt\CITIBank\External_Debt_Export_46_70_201203.csv
Export
Close
*46 incidents of Unassigned Agreement No on Schedules)
*0 incidents of Undefined Lender/Borrower Information
International Transaction Reporting System
Data file has been exported as D:\External Debt\CITIBank\External_Debt_Export_46_70_201203.csv
OK
Back

Data Export to SBP (with dependencies)

This export will be useful when the banks will be reporting their data for the first time. This export will include the following

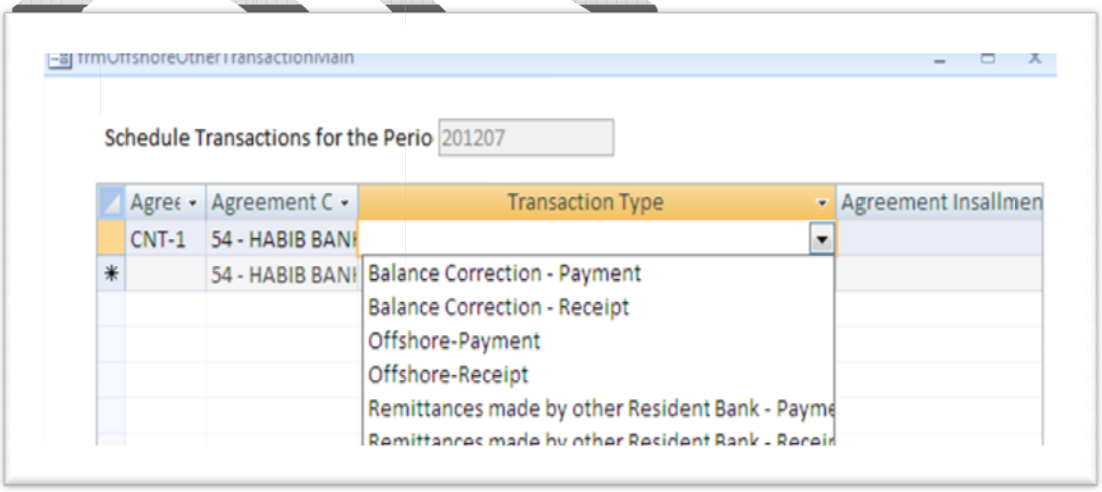
- Projects (all data)
- Loan (all data)
- Loan Schedule (all data)
- Loan Party (all data)
- Loan Transactions (only for the specific period)
- Loan Position (only for the specific period)

Manage Offshore / Other Transactions

Offshore transactions are those which take place outside country's boundary and are not reported through ITRS. These are very rare transactions. Private loans offshore inflows/outflows are captured through this option. Other transactions are those transactions which are used for adjusting/calculation of closing balances and these transactions are not reported by owner bank through ITRS.

Manage Offshore/Other Transactions menu provides an option to record these transactions and report the same to SBP.

On main FPL switchboard, select "Manage Offshore/Other Transactions". The following window appears for data entry of offshore/other transactions.



Agreement No.: Select the Contract Number from the list of available contracts

Agreement Organization: This is the bank that actually created and owns the contract for the first time.

Transaction Type: Select a relevant type from the list. Available list of values are as follows:

Other Transactions - Transaction Types - List of value
Balance Correction – Payment
Balance Correction – Receipt
Offshore – Payment
Offshore – Receipt
Remittance made by other resident bank – Payment
Remittance made by other resident bank – Receipt

These transaction types are discussed in a separate section where important exceptional scenarios are discussed. The section can be located towards the end of this manual.

Agreement Installment No: Enter installment no. (if any in the disbursement/payment schedule)

Purpose: Select purpose code from the list of codes for private loans

Serial No. Enter serial no. starting from 1

Transaction Date: Enter date of transaction. By default it shows current date in DD-MMM-YYYY format

Transaction Period: The month to which the transaction pertains in YYYYMM format

Transaction Authorized Dealer: Select from available list

Transaction Country: Country where the transaction took place. Select from the pre-defined list of countries

Transaction currency: Currency of transaction from a pre-defined list of currencies

Transaction Amount: Enter amount in transaction currency

Amount in Base Currency: equivalent in base currency as per loan agreement

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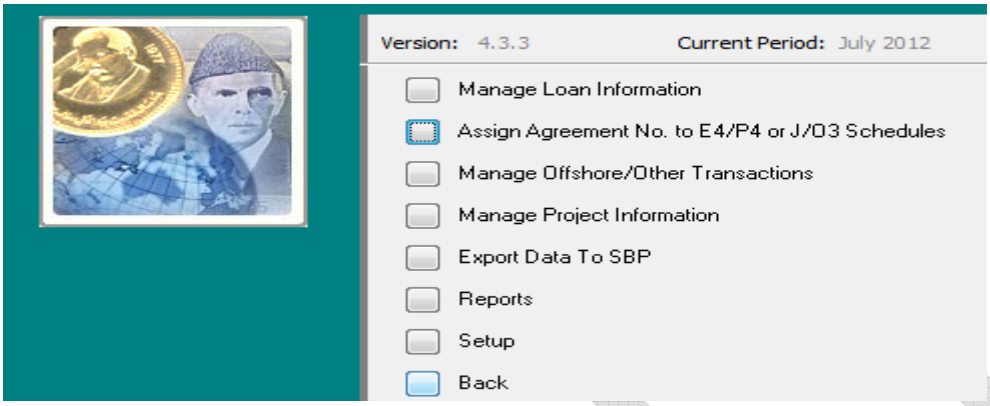
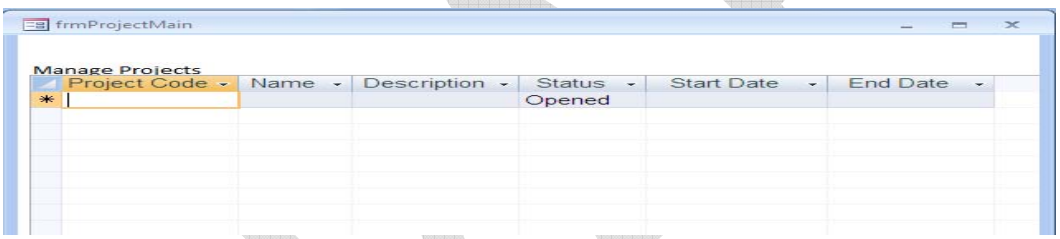
Manage Project Information

Project information is maintained separately by each bank. The same serves as the master list of projects and used in loan information for all project loans.



Clicking on "Manage Project Information" presents you with following screen:



Below is the list of attributes with descriptions

Project Code: Code allotted to the project by the reporting AD

Name: Name of the project

Description: Brief description of the project

Status: Select opened or closed

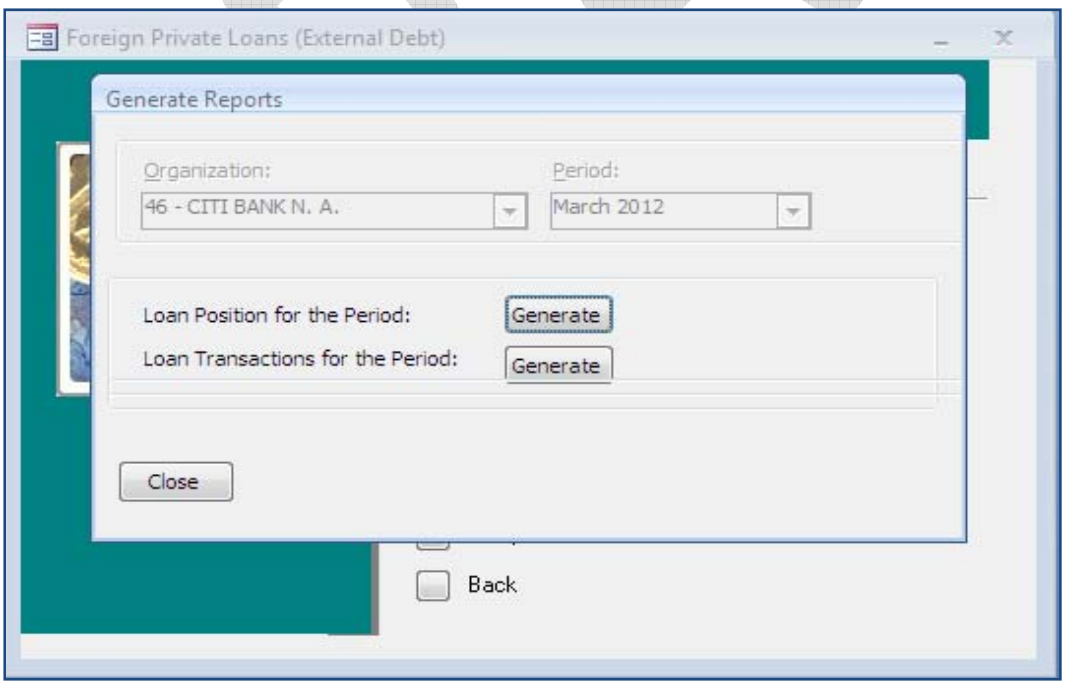
Start Date: Date when the project was started

End Date: Date at which project was closed/completed

Reports

The application comes with two useful reports for banks to verify the quality of data with official books of accounts. These reports should be used to ensure that correct data is submitted to SBP.

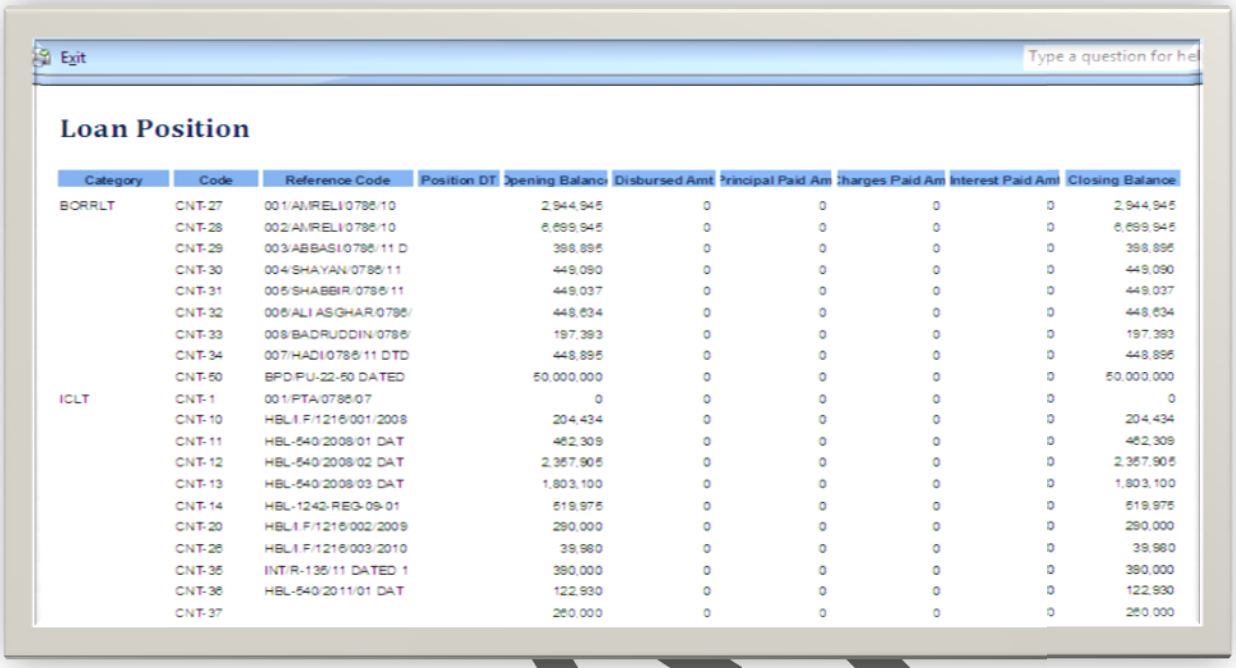
Click on “Reports” option to view the reports.



Select period and generate the reports to view transactions and positions for each loan. Sample output reports are appended below.

Report 1: Loan Position for the Period

This report displays loan wise position, including summary of transactions (if any) for the reporting month.



Category	Code	Reference Code	Position DT	Opening Balanc	Disbursed Amt	Principal Paid Am	Charges Paid Am	Interest Paid Am	Closing Balance
BORRLT	CNT-27	001/AMRELI/0786/10		2,944,945	0	0	0	0	2,944,945
	CNT-28	002/AMRELI/0786/10		6,699,945	0	0	0	0	6,699,945
	CNT-29	003/ABBASI/0786/11 D		398,895	0	0	0	0	398,895
	CNT-30	004/SHAYAN/0786/11		449,090	0	0	0	0	449,090
	CNT-31	005/SHABBIR/0786/11		449,037	0	0	0	0	449,037
	CNT-32	006/ALI ASGHAR/0786/		448,634	0	0	0	0	448,634
	CNT-33	008/BADRUDDIN/0786/		197,393	0	0	0	0	197,393
	CNT-34	007/HADI/0786/11 DTD		448,895	0	0	0	0	448,895
	CNT-50	BPD/PU-22-50 DATED		50,000,000	0	0	0	0	50,000,000
ICLT	CNT-1	001/PTA/0786/07		0	0	0	0	0	0
	CNT-10	HBL/I.F/1216/001/2008		204,434	0	0	0	0	204,434
	CNT-11	HBL-540/2008/01 DAT		462,309	0	0	0	0	462,309
	CNT-12	HBL-540/2008/02 DAT		2,367,905	0	0	0	0	2,367,905
	CNT-13	HBL-540/2008/03 DAT		1,803,100	0	0	0	0	1,803,100
	CNT-14	HBL-1242-REG-09-01		519,975	0	0	0	0	519,975
	CNT-20	HBL/I.F/1216/002/2009		290,000	0	0	0	0	290,000
	CNT-26	HBL/I.F/1216/003/2010		39,980	0	0	0	0	39,980
	CNT-35	INT/R-135/11 DATED 1		390,000	0	0	0	0	390,000
	CNT-36	HBL-540/2011/01 DAT		122,930	0	0	0	0	122,930
	CNT-37			260,000	0	0	0	0	260,000

The report groups all loans based on their category. Following columns are displayed:

1. Loan Category
2. Code (System generated loan agreement number)
3. Reference code (AD's allotted unique number to each loan agreement)
4. Opening Balance as of start of reporting month for each loan
5. Total Amount disbursed during the reporting month for each loan
6. Total amount remitted for principal repayment during the reporting month for each loan
7. Total amount remitted for payment of charges during the reporting month for each loan
8. Total amount remitted for payment of interest during the reporting month for each loan
9. Closing Balance as of start of reporting month for each loan

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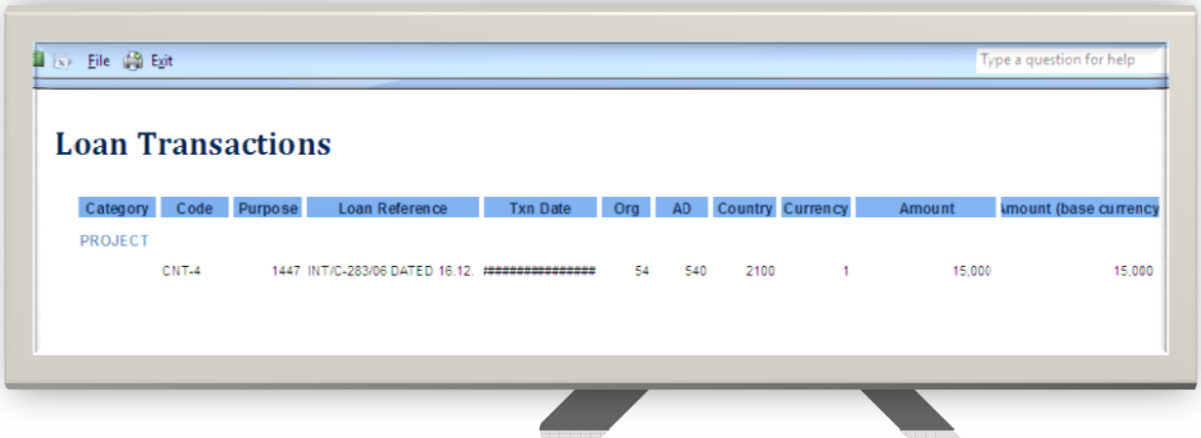
Report 2: Loan Position for the Period

This report displays loan wise transactions (all inflows and outflows) during the reporting month.



The report groups all loans based on their category. Following columns are displayed:

1. Loan Category
2. Code (System generated agreement number starting with CNT)
3. Loan Reference (bank's allotted unique number to each loan)
4. Transaction Date
5. Org code(reporting bank code)
6. AD Code(AD branch code)
7. Country code
8. Currency code
9. Amount in transaction currency, and
10. amount in base(loan) currency

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Important Exceptional Scenarios

Most of the time, routine business flow suffices. However, sometimes some events occur requiring exception handling. Same is also true while compiling and reporting foreign private debt.

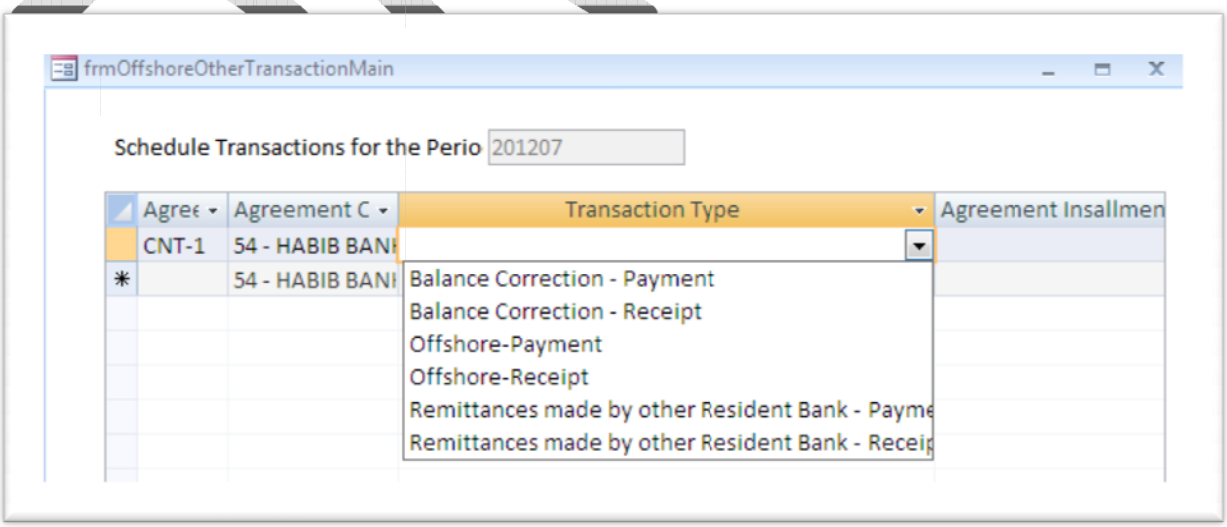
Following are some exceptional situations that an authorized dealer may face rarely. These are not routine transactions and due care should be taken to report actual closing balances of the loans through the system.

1. Reporting offshore transactions
2. Balance correction/adjustment
3. Transactions of a loan reported by other bank
4. Transactions taking place in other currency than what mentioned in loan agreement (base currency)

1. Reporting Offshore Transactions

Transactions that take place between lender and borrower outside Pakistan are called offshore transactions. These payments/receipts are not reported through ITRS and hence cannot be assigned to any loan agreement through the standard user interface of this application. Since, the system calculates closing balance of a loan by addition/subtraction of ITRS transactions during a month, an offshore transaction results in the mismatch of loan balance amount with the records of AD and the borrower.

To report these transactions, the application provides a separate menu of "**Manage offshore/other transactions**" on main switchboard of private loan application. All necessary fields of the transaction are given in the data entry screen. Offshore transaction is entered by the authorized dealer by going to offshore payments or receipts window as shown in the picture below.



This will enable the authorized dealer to correctly calculate and report the closing balance for the contract and record the transaction which is missing in ITRS.

2. Balance Correction/adjustment

Banks may need to correct opening balance for historical loans if the mistake is identified after reporting data to SBP through this application. It is not practical to change the opening balance in the first period and subsequently generate and report the data for all subsequent periods. Balance can be corrected by selecting balance correction – receipts/payments from same "Manage offshore/other transactions" menu. All other fields in the screen should also be filled specially purpose code and amount in base currency.

Example: *An AD had a loan in USD with opening balance of $20,000 and reported $10,000 principal repayment through ITRS in December 2011. Closing balance in that month will be $10,000. This closing balance was carried forward with other inflows/outflows in subsequent months. In June 2012, the AD identifies through any source that actually $1000 were remitted instead of $10,000 (incorrect reporting) in December 2011. Now the AD can adjust its closing balance for June 2012 by selecting "balance correction-receipts" and enter and amount of $9000 being the contra entry. It will not affect its ITRS transactions and balance will be corrected.*

Important Note: This feature is provided in the application to report the balances of historical loan agreements which are reported to SBP through an un-managed environment and should not be misused. Due care should be taken to report correct data to SBP in all instances.

3. Transactions Reported by Authorized Dealer

There may be cases where a loan transaction (receipt/payment) is made by an authorized dealer other than the owner AD of the loan agreement. The owner AD may or may not know this fact for a period of time. As such, this results in discrepant stock position of that particular loan agreement with the owner AD. To resolve the issue, options "Remittances made by other banks – receipts/payments" in the field "transaction type" have been incorporated for identification of the payments/receipts made by other AD. This will calculate actual closing balance for the loan in the record of the owner AD.

Important Note: The AD that is not the owner of a loan/contract and makes transaction for the loan of other AD (owner AD), **can create a loan for the transaction** but it should get **Registration/Reference Number** of the particular loan **from owner AD** so that the loan can be tracked by SBP. Reporting bank will not create its own reference number for the loan and will use reference number taken form owner of the loan contract.

Example: HBL has a loan with reference 54-13-XXYY. A transaction against this loan is made by Citibank. For reporting of private loans, Citibank will get reference number "54-13-XXYY" from HBL and make a contract (CNT..) against this loan. Citibank will also assign ITRS transaction to the loan agreement. Flows data in SBP will be compiled from transaction reported by Citibank. HBL on the other hand, will adjust closing balance of this loan agreement by using options "Remittances made by other banks – receipts/payments" in ""Manage offshore/other transactions" menu.

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Important Note: In cases where ownership of the loan agreement has been shifted to the new AD, the previous owner may close the loan agreement without changing the balances of that loan by changing the status of loan through Loan Information window. The new owner will be required to keep the balances up-to-date for future reporting.

4. Transactions taking place in other currency than what mentioned in loan agreement

Receipts/payments may be made in currency other than that of loan currency e.g. loan is in USD and transaction is made in GBP. These types of transactions occur quite often due to shortage of nostro balances of that party in a particular currency at a specific point of time. In all such situations, amount in base currency (actual currency as per loan agreement) is needed.

It appears in two places (1) In assigning ITRS transactions (2) in data entry of offshore/other transactions. Amount in base currency is critical for calculation of closing balance for a contract, then it is required to enter equivalent amount in base (contract/loan) currency both in assigning ITRS transactions for the month and in managing offshore other transactions.

Example: HBL has a loan in US$. An outflow of GBP 6,000 is reported by the bank for the loan in ITRS during a month. Let's assume that GBP6,000 were equivalent to USD10,000 on that particular day. While assigning ITRS (E-4 and Schedule J) transaction, the AD will enter equivalent USD let's say $10,000 (GBP6,000=$10,000) in amount in base currency for GBP6,000. The loan balances/stock will now be calculated by using outflow of $10,000 instead of GBP6,000.

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Other Important Notes

- Parties (lender, borrowers) must be defined accurately for each loan
- While defining the repayment/disbursement schedules, the installment numbers in the schedule for a loan should not duplicate.
- All mandatory fields should be filled/selected from list properly.
- Avoid “Enter”,” Spaces” or “Tabs” after completing the text in a field

Reporting of Bugs / Issues

Send all your queries, bugs reports to data warehouse support housed in Statistics & Data Warehouse Department of State Bank of Pakistan at dwhsupport@sbp.org.pk. Other contact details may be found under the contact information on Data Acquisition Portal (https://dap.sbp.org.pk).

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